Shamal Ramesh Kadam

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Date of Birth : 16th September 1985

Profile at a Glance :

- **Experience:**
  - **National Commodity and Derivatives Exchange Limited (NCDEX) , Mumbai**
    All types of internal and external communication documentations, SEBI related work, All types of expenses and Vendor Bills, handling Monthly contract launch & spread combinations, handling M/S NCDEX INVESTOR (CLIENT) PROTECTION FUND TRUST – Investor Education Program and Awareness Program (IEP/ IAP).
  - **Integrated Personnel Services Private Ltd. (Associates of Securities and Exchange Board of India)**
    All secretarial work.
  - **Reliance Life Insurance Company Limited, Mumbai**
    Addition and deletion of insurance related data in system, all documentations related to insurance.
  - **Rubicon Pharmaceuticals, Mumbai**
    All data entry related work.

- **Skills :**
  1. Proficient in MS Office - Word, Excel
  2. Attention to detail, ability to learn and adapt quickly
  3. Good in team work as well as individual contributor

Role Profile :

- **National Commodity and Derivatives Exchange Limited (NCDEX) as Executive**
  Department   : **Business Group – Agri Product & Non-agri Products**
  Reporting   : **Senior Vice President (SVP) & Executive Vice President (EVP)**
  Period   : **16th May 2013 to till date (16th May 13 to 30th May 17 on Rafaga payroll and from 2nd May 17 onward NCEDX payroll)**

Assisting & Co-coordinating between Business Product Team	• Ensuring proper circulation of (IOM) Internal Office Memorandum among HOD's of respective department. • To keep track of approvals received / yet to be received and making reminder calls for getting the approvals. • Maintaining database for IOMs and providing relevant number to each IOM. • Forwarding the approved IOMs to compliance, market watch, COMTRACK and Business Team to keep them updated about the new IOM. • Maintaining designated drive database for all agri & non-agri commodities and keeping it updated. - SEBI Inward/ Outward, IOM's, Circulars, Product Note, Contract Specification • Communicating intra-day MIS through WhatsApp to Business and Products Team. The MIS should include individual product and overall exchange wide volume, value, OI, % share, price etc. These updates are to be provided with high frequency with approx one per hour.
Regulator related work	• Taking printout of the SEBI letters on NCDEX letter head getting it signed from the department head and getting the acknowledgment from the regulator. • Maintaining a database of all the outwards send to SEBI and keeping the product managers updated about the same. • Filling the SEBI derivative check list & Minimum Closure form.

Coordinating with other department & agencies.	• Alerting respective Product Managers about the pending issues in MDM (Master Data Management) system. • Activities related to launch of new contracts every month for various commodities in MDM (Master Data Management, sending it for verification to Compliance. • Initiating calendar spread combination & Following up with Product Manager once a month for the launch of spread combination for their specific commodities. • Activities related to launch of spread combinations such as sending the file for its uploading on website & to members through ASKUS. • Maintaining the back-up CDs for all the ex-employees of Business team. • Updating the Product Manager list on the website as and when the changes take place in the product team. • Preparing a database of the visiting card received during various events, visits etc. • Support auditor in the audit process and coordinating with business team for providing the required details to the auditor.
Support to Business Product Team (Admin activities)	• Co-coordinating with admin for visiting cards of new joinee as well as existing team members • Co-coordinating for meeting room booking for team members. • Ensuring the new team member gets his designated workstation and items; also guiding him through the initial procedures. • Dispatching Diwali gifts to members as per list given by product manager. • Meeting Scheduling, Booking conference call & meeting room booking for team meetings • Send mail invitation & reminder mail / calls for meetings
Support to Business Product Team (Marketing Dept. Coordination)	• Co-coordinating with marketing team for Brochures and making sure the brochures reaches to the particular product manager on time. • Scrutinizing IAP & IEP pay memo, getting it approved from Department Heads and handing it over to the Marketing Department.
Reimbursement of Expenses & Filling management	• Preparing E-settlement and Petty cash Voucher & mobile bill, submitting it online and sending a hard copy of the same to HR/Accts before the stipulated time. Also maintaining the E-Travel Reimbursement record and updating it as and when the amt is reimbursed and follow-up with A/cs for the same. • Scrutinize the transport bills once received & process for payment by submitting the Pay-memo on the same day to HR/ accts
Assisting – Head Business & Products	• Handling all types of correspondence (emails, faxes & Courier) for Agri & Non-agri head • Maintain Calendar, Schedules & coordinate for appointments/meetings of for Agri & Non-agri head. • Greeting visitors and determining access to appropriate parties • Handle all incoming communication for for Agri & Non-agri head.
Other Activity	Apart from above work have completed employee engagement activities regularly. Eg birthday cake, food for meeting, farewell gifts and party arrangement

- **National Commodity and Derivatives Exchange Limited (NCDEX) as Executive**
  Department : **Corporate Services & Business Group**
  Reporting : **Head- Corporate services**
  Period : **16th May 2013 to 21st November 2013**

Job Profile:
- Assisting Chief Corporate Services and Vice President in Membership
- Preparing letters, reports and all general correspondence related to Price Dissemination Project and Joint Awareness Programmes
- Maintaining data & despatching the Documents, Preparing Invoices, Payment Memo and Travel Vouchers related to Price Dissemination Project and Joint Awareness Programme
- Coordinating with Stakeholders for meeting and Seminar conducted by Commodity Exchange
- Coordinating with internal department for FMC related work.
- Handing Library of NCDEX – Issuance of books and maintaining records.

- **Integrated Personnel Services Private Ltd.**
  (Associates of Securities and Exchange Board of India)
  For the period   : 27th September 2010 to 30th September 2011
  Department   : Derivatives of New Product (DNPD)
  Designation   : Back Office Executive

  Job Profile:
  - Providing high level administrative & secretarial support which includes efficient handling of confidential correspondence, management of document flow, screening of telephone calls & visitors, co-ordination with different departmental heads.
  - Scheduling of appointment, organizing travel, hotel accommodation, events and making presentations.
  - Organizing various meetings, handling documentations and carrying out routine secretarial functions including, maintenance of records
  - Preparing - letters, reports and all general correspondence
  - Maintaining data and file

- **Reliance Life Insurance Company Limited**
  For the period 23rd October 2007 to 10th April 2010
  Department   : Group Operations
  Designation   : Back Office Executive

  Job Profile:
  - Worked on Insurance customized package e.g. AS400 (Group Asia) e.g. Client Creation, Policy Creation, Account Statements, Premium Contribution, Lapsation.
  - Worked on New Business process for preparation of policy documents,
  - Worked on Renewal process for preparation of Endorsement, Reconciliation, data updations. (Addition and deletions).
  - Maintained all files and filing the important Policy Documents.
  - Worked in Reliance Mutual Fund process & MIS.
  - Some Insurance Cases Solved on a Particular Site.
  - Dispatching the Documents.

- **Rubicon Pharmaceuticals**
  For the period 10th June 2007 to 21st October 2007
  Designation   : Computer Operator

  Job Profile:
  - Data Entry of all the details
  - Making Alignment of all word documents
  - Preparing the List of medicines
  - Maintaining data and file updations
  - Making Label as per requirement (500-600 at a time)
  - Filing the Important Document

Academic Details :

- M. Com., Mumbai University, 2011
- Bachelor of Commerce, Mumbai University