

CURRICULUM VITAE

Name: Ashish Parekh

Permanent Address

B/3,F-401 Silver Park,
Mira road (E),
Mira Bhayander Main Road,
Opp. Saidham temple.
Pin code: 401107

CAREER OBJECTIVE AND PROFESSIONAL SKILLS:

To work in a conducive atmosphere at a challenging position which will enable me to apply my knowledge and skills for the growth of organization and my career.

Professional Experience

Name of the company: KOTAK GROUP (INVESTMENT, SECURITIES, COMMODITIES)

Duration: (23rd January 2017 – to 17th July 2019)

Designation: Assistant Manager

Department: Risk Management

Key Responsibility & Associated Tasks:

- Identify, analyze and Surveillance Odin Limit the risks associated with a company's business operations, as well as monitor the effectiveness of risk management processes and Implement needed changes.
- Experience of Commodities -Odin /currency -Now/ Equity Derivatives_- Odin / Algo matrix-Greek.
- Funding to kotak group clients.

Kotak Mahindra Investment Ltd. (Funding & Investment)

- KMIL & KMPL Funding to the Clients for Trading Business.
- Responsible for managing Funds & Co-ordination with banks treasury Team.
- Monitoring and maintaining daily cash inflow/outflow statement for pay-in / pay-out of the funds.
- Supervised financial activities& detail such as reserve levels to ensure that all legal and regulatory requirements are met.
- MIS Report Maintain for daily Funding.
- Daily Follow-up to ensure that maintain margin as per Central bank Policy.
- Take call for liquidation or auction the assets if client not maintain Normal margin & central bank Standard Margin as per policy.

Kotak Securities

A. Provide daily leverages

(Equity, Derivatives, Commodities, currency, Greeks.)

- Uploading daily leverage Files & Stock holding files.
- Give Daily extra Leverage (Limit) to the Clients on the margin given by them as per Reports.
- Maintain the Clients margin on daily basis by coordinating with the branches & Franchises.
- Surveillance watch for intraday position of clients & do not allowed C/F client position without any exception.
- Supervised stock Positions of Margin Call Clients
- Provide Special /Exceptional /higher leverage or Exposure to HNI Clients after approval from the Senior Management.
- Reconciliation of Odin/Now/Margin Reports Data for auditing,
- Based on Exchange Reports, update the system in Live Market. (Ban Scrip/VAR Rates etc.)

B. Generation of MIS Reports.

- Preparation of periodic MIS reports like daily, weekly, monthly MIS
- Adopting New changes in MIS Reports as per Management requirements

C. Servicing branches ,Sub brokers ,Clients

- Solving the branch & sub brokers queries in Risk Management.
- Solve the grievances of the clients
- In the case of any suspicious or other activity noticed in any level, Sending Risk Management alerts to Dealers.

Name of the company: NIRMALBANG SECURITIES PVT.LTD.

Duration: (10TH August 2015 – 16th January 2017)

Designation: Risk Management Executive

Key Responsibility:

Identify, analyze and Surveillance Odin Limit the risks associated with a company's business operations, as well as monitor the effectiveness of risk management processes and implement needed changes.(Live Market Risk, Technical Risk, Compliance Risk)

- Providing leverage to the clients.
- Follow up Margin Shortfall.
 1. 70% Coverage all the time is essential in Commodity segment
 2. In Shortage of more than 30% additional margin is not provided and position has to liquidated by given tideline or payment has to be updated to hold the position
 3. In case of Mark to Market loss exceeding 50% in shortfall open position needs to be reduce or required payment should inform to respective Branch or Franchises to collect Funds from clients.
- Handling queries clients/ branches/Franchises.
- Mapping Clients in the system for trading.

- Doing follow-up with all debit shortfall clients.
- Supervised Live Risk Management & Surveillance.
- Updating Daily Exchange position file.
- Bank Reconciliation Process manages for Clients Clearing Funds Because As per credit leverage given to all Clients. (Pay-in/ Pay-out process), Reconciliation with bank statement & companies account system.
- Maintain & Update Daily F&O, Currency, Commodities Open Interest Margin (For Top 15 Nirmal Bang Clients & Exchange Open Interest) Daily Basis.
- Clients Fund Payout Manage on Daily Basis as per client request.
- Tracking MTM loss And Manage Risk Factor for all segment Clients.

INTERNSHIP (WLCI College)

Name of the Company: BIRLA SUNLIFE ASSET MANAGEMENT COMPANY LIMITED

Duration: 5 Months (From 21ST Sept 2014 to 31st Jan 2015)

Designation: Management Trainee

Project: **Administrative Assistant**

Key Responsibility:

- Research Bloomberg data & news to updates Companies Financial Data.
- Collecting data from various sites & manage MIS reports daily basis.
- As per guideline given by Analyst, Fund manager all reports submitted as per given timeframe.
- Managed Data Entry & administration work etc.

INTERNSHIP (WLCI College)

Name of the Company: CENTRUM WEALTH MANAGEMENT LIMITED

Duration: 7 Months (From 11th November 2013 to 11th June 2014)

Designation: Management Trainee

Project: Wealth Management Concepts & Products.

Key Responsibility:

- Supervised DP Transaction of Demat Escrow Account.
- Follow-up & Communicate with clients for offers.
- Coordinating with banks for manage cash inflow-outflow.
- Value Research for the Mutual fund products & data submitted to seniors.
- Data analysis for projection of all Clients.

SEMINARS & TRAININGS ATTENDED

- ✓ Attended Seminars & Training of Research & Data Analysis in Bloomberg.
- ✓ Attended Training for used Capital Market software for Data entry Management.
- ✓ Certified Indian Institute of Export Management. Bangalore.

EDUCATION

Master of Management Studies 2015
(University of Lanchshire), United Kingdom)
{WLCI} PGDM

Higher Secondary School 2009
Maharashtra Board

Bachelor of Commerce 2012
Mumbai University

Secondary School Certificate 2007
Maharashtra Board

COMPUTER PROFICIENCY

- ✓ Well versed with Windows 2007 / XP, MS Office (Word and Power Point), INTERNET`.
- ✓ Operating Bloomberg Terminal, Odin, Now, Greek, Capital market data Research
- ✓ Well versed with Tally 7.2 & Tally Erp9.

PERSONAL DETAILS

- ✓ Date of Birth: 23rd Jan 1991.
- ✓ Marital Status: Married
- ✓ Languages Known: English, Hindi, Gujarati , Marathi
- ✓ Nationality: Indian
- ✓ Contact : +918286280130
- ✓ Email : ashishparekh91@gmail.com

OTHER SKILLS

- ✓ Honesty.
- ✓ Good Communication Skills.
- ✓ Strongly Dedicated.

I hereby declare that all the information stated above is true and complete to the best of my knowledge and belief and nothing has been concealed / distorted.

(Ashish Parekh)