

Krishna Patel

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CAREER OBJECTIVE:-

To leverage my analytical skills and passion for learning, in order to provide maximum contribution to the organizational objectives by exploring, realizing, updating and improving myself.

ACADEMIC PROFILE:-

Degree	Institute	Duration	(%)
PGDBM(Finance)	NL Dalmia Institute of Management Studies and Research	2012-2014	57.94
B.E. (EXTC)	Thakur College of Engg and Technology	2008-2011	64.77
Diploma(EXTC)	Thakur Polytechnic	2005-2008	82.72
SSC	St. Xavier's High School	2004-2005	72.93

CAREER SNAPSHOT:-

Awards & Recognition:

Scholarship from "SIR DORABJI TATA TRUST" for the academic year 2007-08.

Certification :

NISM-Series-VII: Securities Operation and Risk Management Examination.

NISM-Series-XV: Research Analyst Examination.

Certification Course in C, C++ and Java from Computer Station Inc.

WORK EXPERIENCE:-

• Executive

Duration: December'16 – May'17

Organization: Osource (India) Pvt Ltd.

- To check file as per the login checklist, and communicate login queries to sales.
- Initiate CIBIL and user id.
- Maintain login file tracker & circulation on daily basis.
- Prepare Credit Appraisal Memo (CAM).
- Coordinating with agencies for timely receipt of reports and quality of reports.
- To check the reports received from the agencies and discrepancies if any in preparation of reports are communicated to the agencies.
- Prepare Sanction letter for sanction cases and disbursal memo.
- Check disbursal docket as per checklist and communicate docket queries to sale.
- Basic data entry in R-system.

- Generate and update MIS report on Excel sheet.
- Provide monthly login cases, disbursed cases, WIP and reject cases data.
- Other tasks as instructed by Credit Managers.

- **Process Associate**

Duration: 1 Year (March'15 – March'16)

Organization: RBS Business Services Private Limited.

- Ensure processing of all requests as per defined turn around time and accuracy levels and other applicable KPIs (as defined).
- Ensure all cases are processed as per the Standard Operating Procedures of the Group.
- Participate in change and continuous improvement (e.g. Workplace Workout / Team Based Problem solving) activity affecting the process providing inputs.
- Supporting the business in times of high volume / campaigns.
- Supporting extra initiatives and projects as per the unit's requirements.
- Ensure to adhere to all process specific and generic controls as per AYIC (Are You In Control) for self.
- Ensure 100% compliant to group policy at RBS.
- Active participation in daily team huddles, maintaining good relationships within teams.
- Encourage best practice sharing within the team.

- **Equity Dealer**

Duration: 9 Months (April'14 – December'14)

Organization: Unique Investment.

- Building relationships with the client & educating them about Investments.
- Advising clients with regards to their Investments in Equity & Derivatives Market.
- Making confirmation call for trades & outstanding positions. Execute the orders on behalf of clients.
- Confirmations of trade done by EOD.
- Ensure the volumes of trade is higher & clients trade frequently.

SUMMER INTERNSHIP:-

Sectoral and company analysis

Duration: 2 Months.

Organization: Reliance Securities.

PROJECTS UNDERTAKEN:-

- Financial Analysis of Apollo Tyres

HOBBIES AND INTERESTS:-

- General reading and solving Sudoku and Kakuro puzzle.

PERSONAL DETAILS

Name	Krishna Patel
Date of Birth	11/04/1989
Current Address	14 th , Amba Ashish, 10 th , Daulat Nagar, Borivali(East), Mumbai-400066
Gender	Male
Marital Status	Single
Nationality	Indian
Passport	J8869465
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