

## **BARKHA RAWAT BISHT**

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To achieve a challenging position in professional organization, where I can enhance my skill and strengths in conjunction with the company's goals and objectives.

### **WORKING EXPERIENCE**

#### **1. UTI TECHNOLOGY SERVICES LTD.**

**Executive Assistant**

**May 2017 – Till Today**

**Company Profile:** Established in 1993, UTI Technology Services Limited (UTITSL), erstwhile UTI Investor Services Limited or Unit Trust of India Investor Services Limited, is a government owned company that provides technology and outsourcing services to the financial and government sectors of India.

#### **ROLE**

- Resolve the query about PAN card through E-mail
- Process the pending application
- Maintain records of team work

#### **2. INDIAN STAFFING FEDERATION**

**Executive Assistant**

**August 2016 – April 2017**

**Company Profile:** Indian Staffing Federation (ISF) was set up with one common goal – Staffing India's Growth. Staffing – an established form of outsourcing globally – is yet to be recognized and adopted as an effective means of running a business in India. With a penetration of just 2%, ISF is championing this industry, with a suitable and supporting regulation.

#### **ROLE**

- Follow up for Payments and Collections
- Preparing Certificates & Invoices
- Attendance Management
- All Admin Work, manage company stocks

- Preparing weekly, monthly report, MIS update, Budget Sheet.
- Website Updates.
- Book Keeping with Account Team
- Other task related with bank accounts

### 3. **RELIGARE SECURITIES LTD.**

**Customer Support Executive**

**July 2014 – November 2014**

**Company Profile:** Founded in Religare Enterprises Limited (REL) is one of India's leading diversified financial services groups. REL offers an integrated suite of financial services including asset management, life and health insurance, lending, broking, investment banking, and wealth management. Initially REL was a stock brokerage firm called Religare Securities Ltd. (RSL) and was admitted to the National Stock Exchange (NSE) in 1994.

#### **ROLE**

- Trading on behalf of Client in equity and derivative segment.
- Provide any services related with broking to the Religare Clients.
- Manage Clients Trade record & Daily P&L file.
- Attend Client's E-mails & Calls.

### 4. **SMC GLOBAL SECURITIES LTD.**

**Office Co-Ordinator cum Client Service Executive**

**May 2011 – October 2013**

**Company Profile:** Founded in 1994, SMC Global is one of INDIA's Leading Financial services and investment Solution providers and has been rated as India's Best Equity, Derivative & Best Currency Broker with the Largest Distribution Network.

#### **ROLE**

- Suggest Trading Tips According by company research to Client and trade on behalf them.
- Manage Clients Trade record & Daily P&L file.
- Manage Team Activity Report.
- Manage Research tips Data
- Attend Client's E-mails & Calls.

### 5. **UTI TECHNOLOGY SERVICES LTD – NEW DELHI**

**Executive Assistant**

**Jan 2008 – Mar 2009**

**Company Profile:** Established in 1993, UTI Technology Services Limited (UTITSL), erstwhile UTI Investor Services Limited or Unit Trust

of India Investor Services Limited, is a government owned company that provides technology and outsourcing services to the financial and government sectors of India.

### ROLE

- Public dealing by phone or Email.
- Handle data processing work.
- Resolve the query about PAN CARD through by E-mail and at counter also.
- Verify the documents.

### EDUCATION

- B.A. Passed from Delhi University.

### SOFTWARE SKILLS

- Well versed in MS Office (Word, Advanced Excel, Power Point, & Internet).
- Good Typing Speed in English

### PERSONAL DETAILS

- Date of Birth: 13 October 1988
- Interests: Surfing Internet, Reading books
- Languages known: Hindi, English

### STRENGTHS

- Giving Innovative ideas.
- Ability to learn and adapt to any environment.
- Good capability for solving problem.
- Good analytical skills.

Current CTC: ₹ 2.40 lac PA  
Notice Period: 15 days

  
(BARKHA RAWAT BISHT)