

RAJ NANDINI CHOUBEY

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EXPERIENCE

MARCH 2020 – JANUARY 2022

TA OPERATIONS REPRESENTATIVE, FRANKLIN TEMPLETON INVESTMENTS

- Track and maintain day to day operations; Review and access various critical reports and promptly report them on a daily basis.
- Responsible for opening and maintaining accounts for Distributors, Institutional and Retail investors in both financial and non-financial transactions.
- Assigning stops codes and watch codes on different investor accounts based on their investor risk.
- Actively dealing with KYC on CO, TECH, Returned documents, and GOR cases.
- Tracking on priority mails and instant reply and Team mailbox handling

MAY 2018 – NOV 2019

PROCESS ASSOCIATE, GENPACT [SYNCHRONY BANK]

- Worked on a client interactive role through inbound and outbound communication enabling customers comprehend discrepancies and resolve their requests and queries effectively crossing high performance metrics within the company.
- Trained in Lean program.

EDUCATION

APRIL 2020

M.SC PSYCHOLOGY, ANDHRA UNIVERSITY

APRIL 2018

BACHELOR OF BUSINESS ADMINISTRATION, DR. L. BULLAYYA COLLEGE

- Affiliated to *Andhra University*, Visakhapatnam.
- Specialized in **Financial Management** with a **CGPA 7.05**
- **Finance intern** at Andhra Pradesh Eastern Power Distribution Company Ltd. (May '17 – June '17)
- **Learning Experience:** An insight into the balance sheet of the financial year 2015-2016. Learnt about the process of the resources and the work procedure. Lead the project with a team of six.
- Completed an add-on course on Six-sigma fundamentals.

MARCH 2015

INTERMEDIATE, SRI GAYATHRI JUNIOR COLLEGE

[BPC – 78.4%]

MARCH 2013

HIGH SCHOOL [10TH], SRI SARASWATHI VIDHYA VIHAR

[CGPA – 7.8]

SKILLS

- Attentive, Adaptive & Accurate
- Perseverant
- Committed and Consistent

NCC

- Qualified **B2** and **C** certificate examinations.
- Attention to Detail • Execution Oriented • Reliable Team mate

ACTIVITIES

- Secured **Gold medal** for best trekker in KANCHAN SURYA BAGAN TREKKING CAMP • Stood **First** in Map Reading. Participated in *TSC (Thal Sainik Camp)*.

COMMUNICATION

- Presented an article from **Harvard Business Review** on the topic “*The art of giving and receiving advice*” to an audience of 120.
- Completed the “**Emotional Intelligence**” program conducted in Dr. Lankapalli Bullayya College.

LEADERSHIP

- **SUO** (Senior Under Officer) of Army wing 13(A) Battalion in Dr. L. B. College and also has lead a group of *800 cadets*.
- Completed a leadership course “**iExcel**”, a two week long workshop conducted in Dr. L. B. College. • Lead the team of student coordinators and hospitality group in organizing the “*World Space Week*” hosted by **ISRO** at Dr. L .B. College in October 2017.

