**Career Objective**

Work for an Organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**PRESENT EMPLOYMENT**

**SMC GLOBAL SECURITIES LTD. (Present Company, 19/07/2021- 01/08/2022)**

**Currently working with SMC global securities as Relationship Manager-Dealing.**

Key responsibilities -

* Trading behalf of clients, brokerage generation.
* Providing insights and investment advice to the potential and existing client.
* Advising client with multiple investment options.
* Cross selling of products to enhance business
* Developing and minting good relation with customers through your service
* Guiding client with appropriate and beneficial investment options.
* Client handling, servicing through online offline mode.

**SBICAP SECURITIES (04/01/2021- 17/07/2021)**

**Worked as Relationship Officer- Sales**

Key Responsibilities-

* Approaching customer for Demat and trading account by providing product demonstration.
* Giving knowledge about Demat trading account and other product.
* Greeting and redirecting customer to their concern counter.
* Helping customer with their queries.
* Assisting banking staff and helping them to serve bank customer.
* Solving customer’s problem.
* Introducing and selling customers multiple products.

**Professional Summary (INTERNSHIP)**

**Samvad and Associates, Raipur**

**Finance intern**

**Key job responsibilities:**

* Internal Audit of Hospitals and institutes- Vouching of purchase and sales bills, verification of bank statements and cash transaction, comparison of previous year closing balances of balance sheet with opening balance of current year.
* GST Return Filling- Monthly, quarterly and yearly return filing on the basis of business turnover, reconciliation if GST return, registration of new firms.
* Accounting of Data using Tally Software.
* Inventory Management**.**
* Attended Clients.

**Projects**

* NGO Project
* **Phase-1**

**Swacchh Bharat Abhiyaan** - Making the villagers aware about the value of cleanliness.

* **Phase-2**

**Koshish** - Spread awareness about various government scheme regarding higher education.

* A study on employee satisfaction towards EPF among salaried class employee of Raipur region.
* To study the awareness of government credit schemes for encouraging business establishments with special reference to the women of West Raipur region.
* A study on awareness of tax planning and saving measures adopted by salaried class people.

**Certification**

* NISM VA Mutual fund Distributor.
* NISM VIII Equity Derivatives.

**Academic Qualification**

* Senior Secondary School [77%] 2012 – 2013   
  Chhattisgarh Board of Secondary Education
* Higher Secondary School [72%] 2014 – 2015
* Chhattisgarh Board of Secondary Education
* Bachelor of Commerce (B.Com) 2015 – 2018
* Vivekananda Mahavidyalaya [64%]
* Master of Business Administration (MBA), Finance 2018 – 2020
* ITM University, Raipur. [80%]

**Technical Skills**

Basics of Ms-office.

Tally 7.2.

**Other Positions of Responsibilities**

* Coordinated Induction Programme for Juniors 2019
* Member in an activity called two days in a shoe of financial analyst, ITM University 2018
* Coordinator for cultural events, ITM University,Raipur 2018
* Served as a coordinator at school cultural programs 2015

**Strengths**

Good listener, Quick Learner, Dedicated towards personal and professional responsibilities, Time management.

**Hobbies**

Dancing, listening music, Drawing, cooking,

**Personal Details**

* Date of Birth : June 13, 1997
* Gender : Female
* Nationality : Indian
* Marital Status : Unmarried
* Languages known English, Hindi
* Father’s Name : Mr. Satyanarayan Joshi
* Mother’s Name : Mrs. Suman Joshi
* Birthplace : Raipur, Chhattisgarh

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Surabhi Joshi

Date : \_\_ / \_\_ /2022

Place : Raipur, India