**Curriculum Vitae**

# Name : Swati Singh

**Address :** 3, B.T Road ,Beside HDFC Bank Barrackpore

Kolkata - 700121

**Mobile No :** 9038465334

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**Academic Qualifications:**

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| --- | --- | --- | --- |
| **Degree/Certificate** | Institute | Board/University | **Year** |
| PGPM  (Finance) | IBS Business School, Kolkata | IBS Business School | 2015 |
| B.Com (Hons) | Barrackpore Rastraguru Surendranath College | West Bengal State University Board | 2013 |
| Class 12 | Kendriya Vidalaya Barrackpore (Airforce) | C.B.S.E | 2010 |
| Class 10 | Kendriya Vidalaya Barrackpore (Airforce) | C.B.S.E | 2008 |

**ORGANISATIONAL EXPERIENCE**

**SINCE 20TH JULY AS MARKETING EXECUTIVE:-**

* Directly reporting to Branch Manager for day to day Operations and managing relationship with customers.
* Responsible for synchronizing all aspects of business to drive forex department across kolkata.
* Day to day cash managing and handling
* Identifying new opportunities under traveller card, cash & travellers cheque and develop to enhance the category performance.
* Responsible for providing excellent customer service and determining the needs of the customers.
* Participate in the development and presentation of proposals for business development.
* Corporate customer handling like IBM,CTS.
* Organize and maintain file and records.
* Provide general administrative support including but not limited to: phones, distributing mail, and preparing expense reports.

**PREVIOUS EXPERIENCE :**

* FROM 1ST APRIL 2015 TO 31ST JULY 2015 WITH (ESSEL FINANCE LTD), AS RELATIONSHIP MANAGER.

**ADDITIONAL QUALIFICATION:**

* PURSUING MBA FROM ICFAI UNIVERSITY DEHRADUN.
* NISM SERIES-A MUTUAL FUND DISTRIBUTORS CERFICATION .

**SUMMER INTERNSHIP PROGRAM:**

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| **Name of Organization** | **Project Title** | **Duration(in weeks)** |
| Reliance Capital Asset Management | Importance of Risk Profiling of Mutual Fund Selection | 12 weeks |

* Designed four portfolios (Conservative, Moderate, Aggressive, Very Aggressive) using risk profiling tools.
* Prepared a Questionnaire to determine the risk profile of clients.
* Calculated the risk profiles of investors in terms of their investing ability.
* Acquired Practical knowledge of selling of mutual fund applications for closed ended schemes**.**
* Suggested new mutual funds schemes to distributors and investors (clients).
* Advised clients on investment strategies based from their risk profiles.

**EXTRA CURRICULAR ACTIVITIES:**

* Volunteer, College Fest TARKASH 2014 at IBS Bangalore, responsible for invitation and contributed to hospitality.
* Winner, HR Vertical, Business Competition Fest MATHAN 2013, IBS Bangalore
* Coordinator, Enterpreneurship and Finance Club, IBS Kolkata since June 2014
* Student Member, IT Club, IBS Kolkata since June 2014.
* Winner, Enterpreneurship Club Competition for Innovative Business, IBS Bangalore, Nov 2013.

**Personal Details:**

**Date of Birth :**  28 March 1993

**Gender** : Female

**Languages Known** : English, Hindi, Bengali.