**SCDRESUME**

**D-227A / 103, Tulsi Marg,**

**BANI PARK,JAIPUR-302016,RAJASTHAN**

**Email:sulochanachoudhury@gmail.com**

**SULOCHANA CHOUDHURY**

Career Objective

A suitable & challenging position in an organization that draws upon my strengths & allows me to rise above the routine. To learn & grow at every given opportunity & there by prove to be an asset to which ever organization I am associated with and enhance my financial and secretarial skills.

* **Educational Qualifications:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Year Of Passing** | **Marks Obtained** | **College/School** | **University / Board** |
| B.Com(Hons) | 2008 | 60.94% | Science College, Hinjilicut | Berhampur University, Odisha |
| CHSE | 2005 | 50% | Science College, Hinjilicut | Odisha Board |
| HSCE | 2003 | 67.6% | Saru High School | Odisha Board |

* **Professional Qualifications:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institute** | **Degree / Course** | **Years** | **Marks Obtained** | **Status** |
| The ICSI | CS Professional Programme Module -2 & 4 | Dec-2015 | 204/400 | Passed |
| The ICSI | CS Professional Programme Module -1 & 3 | June-2015 | 211/400 | Passed |
| The ICSI | CS Executive Programme Module -2 | Dec-2012 | 164/300 | Passed |
| The ICSI | CS Executive Programme Module -1 | June -2011 | 151/300 | Passed |
| The SCDL, Pune | PGDBF (Banking & Finance) | Dec-2014 | 1527/2300 | Passed |

* **Certification / Computer Course :-**

|  |  |  |
| --- | --- | --- |
| **Certification** | **Year/ Validity** | **College/School** |
| Advance Excel | 2016 | National Institute of Information Technology (NIIT) Jaipur, |
| **Series-V-A: Mutual Fund Distributors Certification Examination** | **Feb 2016-2019** | National Institute of Securities Markets (**NISM)** |
| **Depository Operations Certification** | **June 2016-2019** | National Institute of Securities Markets (**NISM)** |
| MCX Certified Commodity Professional Programme | Aug 2016-2019 | MCX |
| Commodities Market Module | Sept 2016-2019 | NSE’s Certifications in Financial Markets(NCFM) |
| **Equity Derivatives Certification Examination Series-VIII** | **Dec 2016-2019** | National Institute of Securities Markets (**NISM)-** |

* **Current Company :-**

### Working as a Company Secretary Management Trainee with M/s Prabhat Financial Services Ltd, Jaipur . From 4th Jan 2016 onwards.

* **Responsibilities :-**

1. Serve customers in opening new accounts, updating current accounts and closing accounts
2. Contact customers to obtain necessary signatures and documentation on accounts due to an exception or missing information
3. Co-ordination with Asset Management Companies & customers.
4. Monthly Data Collection from registrar (Cams, Karvy, Sundaram, Franklin) and upload the same on organization MIS.
5. Preparation of drafting deed & resolution.
6. Actively participate in training programs to maintain and acquire additional job knowledge and skills.
7. Complaint to SEBI regarding customers grievances.
8. Discussion with investors regarding investment scheme & suggest them for investments. Monitoring performance of clients account.

Personal Details

**Date of Birth : 2**0th May 1988

**My Name : SULOCHANA CHOUDHURY**

**Sex :** Female

**Languages known** **:** English, Hindi, Oriya.

**Nationality :** Indian

**Marital Status** : Married

**Interests** : Cooking &Music

Date:

Place: JAIPUR (Sulochana Choudhury).