

**Name:** Asha Bhandari

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**Permanent Residential Address:** Room no. 101, 1<sup>st</sup> floor, Omnivas bldg, 8<sup>th</sup> lane, kamathipura, Mumbai-400008.

**Experience:**

Company	Designation	Job Description
Varanium Capital Advisors Pvt. Ltd.	Investment Executive (Full Time)	<ol style="list-style-type: none"> <li>1. Update Attribution on weekly basis.</li> <li>2. Maintain and update Result Calendar and the stock list.</li> <li>3. Send client specific updates.</li> <li>4. Pull out reports for individual clients.</li> <li>5. Co-ordinate with broker to execute the trades.</li> <li>6. Co-ordinate with operations for Allocation of stocks.</li> <li>7. Co-ordinate with operations for all after trade or any other related activity.</li> <li>8. Update Bloomberg with trade details.</li> <li>9. Restructuring the Client Portfolio.</li> <li>10. Availing the Concall Transcripts &amp; Investor Presentation of the Companies.</li> <li>11. Settling the Negative Cash Balances of the clients for maintaining the cash level.</li> </ol>
The Green Cottage	Business Development Executive (Internship)	<ol style="list-style-type: none"> <li>1. Telecalling to Generate Leads.</li> <li>2. Build Relationship with the both residential and commercial clients.</li> <li>3. Identify the requirements of clients &amp; suggest them the Real Estate Project which is most suitable to cater their necessity.</li> <li>4. Co-ordinate with manager to proceed with property dealings.</li> </ol>
Unnamra	Sales and Accounts Executive (Internship)	<ol style="list-style-type: none"> <li>1. Attend Customers &amp; take them around the Exhibition.</li> <li>2. Explaining them about the products &amp; their origin.</li> <li>3. Maintain Sales record and books of accounts &amp; proceed with the billing process.</li> </ol>

Educational Qualification	Institute & University	Year of Passing	Result%
Graduation	B.M.Ruia Girls College of S.N.D.T. Womens' University, Mumbai	2019	74.33
HSC	B.M.Ruia Girls College of Maharashtra Board, Mumbai	2016	76
SSC	R.M.M. High School of Maharashtra Board, Mumbai	2014	72.40

**Extra-Curricular Activities:**

Certificate Programme in Financial Markets –Sales & Operations from BSE Institute Ltd.

Career Ready Program from Antarang Foundation.

Professional Diploma in Banking from Thadomal Shahani Centre for Management.