

BHAVIK JAGDISH KOTADIA

B-106,Dev Shrushti tower,60 feet road,Bhayander (w)

Thane-401101 **E-mail id** :bhavik_rock143@yahoo.com/bhavikkotadia11@gmail.com

Contact no: Mob: 9869969757/9167997531

Career Objective:

To achieve & maintain high standard in your esteemed organization by focusing continuous knowledge development & also seeking to gain a responsible position in your esteemed organization, where I can develop my career.

Technical skills: Operating system: Windows 98,Windows XP,Microsoft office

Linguistic skills: English,Hindi,Gujrathi,Marathi

Educational Qualification:

Examination	Year of passing	Percentage	Institute
TYB COM	March 2006	57 %	Mumbai University
HSC	March 2003	64 %	Mumbai University
SSC	March 2001	51 %	Mumbai University

❖ **Work Experience:** **INDIA INFOLINE FINANCE LIMITED** (from Oct-2014 to till date)

Designation: ASSISTANT MANAGER (NBFC- Realty Operations)

Job Profile: CREDIT OPERATIONS

Job Responsibilities:

- Handling disbursement activity cases of NBFC project funding & NCD.
- Handling Realty Portfolio with escrow transaction, customer repayment & NOC.
- Co-ordinate with clients regularly for Auditor Documents & PDD .
- Handling Monthly/Quarterly payment updation in loan system.
- Regularly conducting analysis on Bouncing Data, accordingly sending quarterly demand notice to client
- Co-ordinate with Account Team & Client for Reconciliation of client loan account.
- Doing reference check of client like Cibil, World check,SDN Check and Pan card check.

❖ **Work Experience:** **INDIA INFOLINE FINANCE LIMITED** (from Dec-2011 to Oct-2014)

Designation: ASSISTANT MANAGER – ADVISORY (IIFL PREMIA)

Job Profile: HNI DEALER (EQUITY/COMMODITY DESK)

Job Responsibilities:

- Dealing with HNI Clients and executing trades on their behalf.
- Advising clients for trading in equities/commodities.
- Handling all back office work related to client a/c.

❖ **Work Experience:** **EDELWEISS SECURITIES LIMITED** (from Feb-2011 to Dec-2011)

Designation: ASSOCIATE (PCG DESK)

Job Profile: HNI DEALER

Job Responsibilities:

- Dealing with HNI Clients and executing trades on their behalf.
- Advising clients on stock recommendations for short term & long term.

❖ **Work Experience: ARCADIA SHARE & STOCK BROKER PVT LIMITED**(from Feb-2009 to Feb- 2011)

Designation: DELTA HEDGER

Job Profile: OPTION ARBITRAGER

Job Responsibilities:

- To trade in options with minimum risk by simultaneously hedging it with equity or future.
- To trade with option volatility & make profits.
- To identify spreads between calls (bull spread & bear spread) & execute it.

❖ **Work Experience: SHAREKHAN** (from Aug-2006 to Feb-2009)

Designation: EXECUTIVE (DIAL & TRADE)

Job Profile: EQUITY DEALER

Job Responsibilities:

- Placing orders in Bse,Nse and F&O segments on behalf of clients.
- Giving confirmation calls to clients regarding daily executed trades.
- Advising clients on stock recommendations for short term & long term.

Personal Details: Date of Birth: 11/04/1985

Gender: Male

Hobbies: Reading & Interacting with people

Marital status: Married

I hereby declare that all the information given above is correct to the best of my knowledge.

PLACE: Mumbai

DATE:

(BHAVIK J.KOTADIA)