Karishma Malhotra

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9051178542

**Date of birth**  : 14 June, 1988

**Marital Status** : Single

**Languages known**  : English, Hindi, Bengali, Punjabi

**Address for Correspondence**: 22A, Buddhu Ostagar Lane, Kolkata – 700009.

**Father’s Name**  : Shri Arun Malhotra

**Work experience**

**Organization- Stewart & Mackertich Wealth Management Limited (From August 2013 to February 2020) as Operations Manager**

**Job Profile:-**

* Preparing files according to SEBI rules
* Preparing brokerage files of different regions
* Checking the documents for various products
* Checking the compliance

**Organization- Motilal Oswal Financial Services Limited (From March 2020 to present) as Operations Manager**

**Job Profile:-**

* Preparing brokerage files of different regions
* Preparing files according to SEBI rules
* Checking the compliance
* Checking the documents for various products
* Checking the present account status and balance of the customer

**Computer Literacy**

* Completed Basic Computer Literacy Program. (Ms-Word, Excel, Tally & Internet)

**Career Objective**

Considering my background and exposure in Operations Group, I wish to be associated with an

assignment which utilizes skills acquired. With this in view, I look forward to working with an

entity which provides this opportunity, providing job satisfaction and professional growth

**Academic Qualification**

* MBA from E.I.I.L.M University, 2013
* B.Sc (Hons.) in Botany from University of Calcutta, 2010
* ISC from Welland Gouldsmith School, Kolkata: 2007
* ICSE- Loreto Day School Dharamtalla, Kolkata: 2004

**What I bring with me**

* My exposure of managing various crucial banking systems and activity along with creativity for modifications.
* The confidence generated through these years to learn and associate myself well with other operational assignments.
* Ease of adapting myself with varied environments including people and task.
* The ability to plan and monitor myself effectively towards completion of assignments.
* Positive attitude, commitment apart from being hard working.