

MANIKANDAN NAIR

Mob No.:8408801667 | **Email ID:** mnair2711@gmail.com

EXECUTIVE SUMMARY

Highly motivated, Ambitious, Confident and Result-oriented person with 3 years of experience. Post Graduate (Banking and Finance) and Certified Investment Banking Operations with good communication, interpersonal, leadership and time management skills. Proficient in MS Excel, Word and Power Point. Knowledge of Equities and derivatives including Corporate Actions and Trade Life Cycle.

WORK EXPERIENCE

Securities and Exchange Board of India (Contract) – 25th May, 2017 to 31st August, 2018.

Administrative Executive

- Worked with General Service Department - Facilities Management Division.
- Undertook general administrative duties including:
 - i. Collation and distribution of minutes, reports and other documents.
 - ii. Dealing with incoming and outgoing mail and general emails.
- Organized a filing system for important and confidential company documents.
- Prepared reports and presentations with statistical data as assigned by the reporting officer.
- Prepared and modify documents including correspondence, reports, drafts, memos and outlook mails.

Kotak Mahindra Old Mutual Life Insurance – 04th May, 2016 to 24th May, 2017.

Assistant Manager

- Handled all type of queries of the client of Insurance policy through Emails, phone calls and walk-ins.
- Alteration of the policy records such as address, contact details, name, nominee, and mode change as per client's query.
- Revival and retention of the policy. Activation and deactivation of ECS.
- Followed up with the clients and other internal & external teams in the organization by maintaining proper TAT.
- Timely preparation of various monthly reports.
- Worked on the Insurance software called **LIFEASIA**.

Datamatics Financial Services Pvt. Ltd. (IndusInd Bank) – 06th June, 2014 to 11th February, 2016.

Executive Officer

- Verification of basic details of clients through phone calls and emails.
- Cross selling of banking/Investment products as needed.

- Cross selling of Card Protection Plans, Debit Card Hotlisting, Card promotions through calls and face to face.
- Handled the queries and complaints of the clients and resolving it as per the TAT.
- Used to work on banking software such as **Finacle** and **Talisma**.

ORGANISATIONAL ACHIEVEMENTS

- Spot Ovation Winner for the month of March 2017 at Kotak Life Insurance.
- A cheque of Rs.2500/- for the consistency in the quality and productivity in Q1 and Q2 at Datamatics Financial Services.

ACADEMIC QUALIFICATIONS

INSTITUTION	EDUCATION	PERCENTAGE/ CGPA	YEAR OF PASSING
Narsee Monjee Institute of Management Studies, Mumbai	Post-Graduation in Banking and Finance	64%	2018
St. Gonsalo Garcia College of Arts and Commerce, Vasai	Bachelor of Commerce in Accounting and Finance	CGPA: 5.79	2014
Thomas Baptista Junior College, Vasai	Higher Secondary School Certificate (HSC)	72%	2012
Vidya Vikasini English High School, Vasai	Secondary School Certificate (SSC)	80.61%	2009

CERTIFICATIONS

- **Imarticus Learning (2019)**
Certified Investment Banking Operations Professional (CIBOP)
Course Learning:
 Gained knowledge in Capital Markets, Derivative Markets, Financial Products and Corporate Actions along with Trade Life Cycle (both XTC and OTC).

PERSONAL DETAILS

Address: C/205, Swapna Kutir, Om Nagar, Dhuri Complex, Vasai (W), 401202.

D.O.B.: 27th November, 1993

Languages Known: English, Hindi, Marathi, and Malayalam.