

**Purva Purohit**

**Contact**

51, Babel Compound, Keshav Nagar Jhabua,

Madhya Pradesh

+917898899051

[www.linkden.com/Purva](http://www.linkden.com/Purva) Rajpurohit

Purvarajpurohit33@gmail.com

**Skills**

Collaborative & Adaptive

Passionate and dedicated to the task allotted

Perseverance

Fast learner

Multi tasking

Ability to work under Pressure

**Technical Skills**

Microsoft Excel, Microsoft Word

Applications- OPD, Surpass Desktop, Classic and OARs.

**Career Objective**

Having a strong desire to work hard in professional and dynamic work environment with all necessary dedication want to be associate with progressive organization that gives me the scope to apply my educational and professional skills and provides me advance opportunity and knowledgeable empowerment.

**Education**

2018-2020 **MBA (Major in Finance & Banking and Minor Marketing)**

Banasthali Vidyapith (76.80%)

2015-2018 **Bachelor of Commerce**

Devi Ahiliya Vishwavidhyalaya (64.00%)

2014-2015 **Higher Senior Secondary School**

Catholic Mission Higher Secondary School (70.02%)

2012-2013 **Senior Secondary School**

Catholic Mission Higher Secondary School (70.00%)

**Certifications**

2018- NISM V-A Mutual Fund Distributor

**Training**

2019-**Participant of Young Women in Investment**

Grateful to be 1 out of 100 girls selected from all over India. YWI is an initiative to create awareness about, instil interest in and enable women to view the investment management as a viable career option. Met world class leader and industry knows. Made lifelong relationships with peer and speaker as well.

**Work Experience (2019-2020)**

July- 22nd to21st of January **- Intern at Bank of New York Mellon investment bank (Chennai)**

USTA- Sub-Accounting – Transfer Agency

* Working on clients E-form with using OPD (operation desktop).
* Help to fund company for providing less sales charges and giving payouts options (dividends).
* Take responsibilities to maintain Letter of intent, Escrow shares and right of accumulation.
* Create efficiency in the process by reducing Turnaround Time to support business.
* Responsible for managing agreed SLA with clients.
* Processing manual transaction as per the client instructions.
* Working on customers’ accounts for fulfils their letter of intent within specific time period.
* Ensure thoroughly following & aware of the cut-off times and deliverables.
* Ensure escalations are resolved in a timely fashion.