

HARSHAD R. MAURYA

B/204, Jankalyan SRA Building no.1,

Near S.V Road, Opp W.E High

Dahisar East, Mumbai-400068

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Objective:-

To build a career which enables to maximize my professional talent & develop my inner potential and contribute my wellbeing towards development of the organization. Strives to enhance the effectiveness & efficiency in a dynamic organization and it is also facilitate the continual learning.

Academic Qualifications: -

Degree	University/ Board	School/College	Year	Percentage Grade
B.COM	University of Mumbai	Dalmia Lions College Of Commerce & Economics	March 2019	CGPA-5.60
H.S.C.	Maharashtra	Dalmia Lions College Of Commerce & Economics	March 2016	69.36 %
S.S.C.	Maharashtra	Shri Vibhuti Narayan High School	March 2014	74.20 %

Work Experience:-

Working as Stocks Research Analyst and as an Relationship Manager with Growpunji
Consultancy Services LLP

(Consultancy Firm) (March' 2019 to till date)

Key Responsibilities:

- Analysing Stocks and Securities for Trading & Investment Purpose.
- Handling Demat Accounts of Clients.
- Operating Trading Terminal and placing trade orders in Clients Account's.
- Dealing and Lead Generation.
- Fixing the meetings with Clients.
- Follow-ups regularly with Clients.
- Achieving the sales targets.

Achievements:

- Successfully achieved targets within the set deadlines.
- Successfully sold and marketed the products & services in the market.
- I am a Good Technical Analyst.

Worked as Concurrent Auditor with Indostar Capital Finance Ltd.(NSE , BSE Listed)
(Veeraraghvan & Company CA firm)

Key Responsibilities:

- Audit of all disbursed files.
- Scrutiny of all the cases as per company's Policy (Physical & System).
- Checking KYCs, Company policy, Deviation, Pricing, OTC-PDD, Franking, Legal & Valuation.
- Checking CIBIL of all applicant & Co Applicant.
- Checking eligibility as per the norms of the company.
- Applying principles of auditing.
- Preparing Audit Report and sharing with management and providing the closure report once find satisfactory answer from concern personnel.
- Preparing the multiple MIS(s)
- DSA /Vender Empanelment Audit.

Skills: -

Operating computer software:-

- Microsoft office Excel, Microsoft office Word
- Microsoft office Power Point
- Good Communication & Scheduled work management
- Good team spirit
- Developing new ideas that useful for work management
- Post disbursement Audit, KYC Audit, Stock Audit, etc
- Credit Process Analyst of Pre disbursement files of Financials or NBFC
- Good in making Power Point Presentations

Profile:-

- Determined
- Very good Management skills
- Able for work in Financials
- Ability to work with Time management.
- Ability to work individual as well as in team.
- Hardworking, Career Minded

Personal Information's:-

- Date of Birth : 7th June 1997
- Languages : English , Gujarati, Hindi , Marathi
- Marital Status : Single

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Hobbies/Passion:-

- Listening music.
- Stocks and Commodity Trading.
- Technical Analysis & Fundamental Analysis of Stocks and Commodity.
- Finance Related Books Reading.
- New Software Learning & Operating in Computer.
- Learning New Skills and Playing Games.

Declaration:-

❖ I hereby declared that the above information is true to the best of my knowledge.

Place: Mumbai

Date :

(Harshad R Maurya)