

RESUME

SUMAN G

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Objective

Seeking a job in a competent and innovative organization to utilize my skill and knowledge to the best of my abilities and to gain knowledge and work towards the development of the organization and my career. I am a good communicator and motivator and posses good interpersonal skill which drives me to build a great career.

Academic Record

- **MBA ,(FINANCE AND MARKETING) - 2018**

Institution : SJCIT Chickballapur

Percentage : **64.7%**

- **B.Com, (FINANCE) - 2016**

Institution : CHRIST UNIVERSITY Bangalore

Percentage : 51.37%

- **PUC - 2013**

Institution : ALVAS PU COLLEGE Mangalore

Percentage : **73.33%**

- **SSLC- 2011**

Institution : A V S CONVENT Bangalore

Percentage : **50.56%**

Areas of interest

- Marketing
- Accounting
- Auditing

Key Skills

- Business communication
- Human resource management
- Accounting
- Leadership

Certifications

- Derivatives
- English for competitive examination
- Corporate soft skills and leadership training
- Digital marketing
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Extra Curricular Activities

- NSS volunteer in SJCIT college at blood camp.
- Participated in state level management fest organized by SIT Tumakuru.

<u>Personal Data</u> Father's Name Gopallappa D K Mother's Name Manjula A T Date of Birth 22.01.1996 Gender Male Nationality Indian Marital Status Single Language known Tamil, English, Telugu, Hindi and Kannada Hobbies Cooking, Painting, Watching movies.	<ul style="list-style-type: none"> • Participated in world youth meet of 2016 in sathys sai grama at muddenahalli. • Presented paper on demonetization and its implication in the national conference.
	Skill Set <ul style="list-style-type: none"> • Communication skill • Counseling skill • Good in problem analyzing, and solving • Good listener • Basic in MS excel, power point and word
	Projects And Internship Details Project (MBA): <u>A study on credit management and recovery system ay SRSSSN at Attibele</u> Duration : 10 weeks (15/1/2018 to 12/3/2018) Internship (MBA): <u>A organization study on Buhler India Pvt Ltd at Attibele</u> Duration: 4 weeks (17/7/2017 to 12/8/2017)
	Professional Experience <u>Previous employer: Way2wealth Brokers Pvt. Ltd</u> Designation : Executive-Operations Experience : Working from 05/10 2018 to 11/01/2019 Job Profile : Handling modifications of clients Demat Account. Responsibilities Held <ul style="list-style-type: none"> • Modifying client details and handling DP operation like DIS, Pledge, Speed-E. • Providing service to branches & Franchisee.
	<u>Current employer: Bonanza Portfolio Pvt. Ltd</u> Designation : Executive-Operations Experience : Working from 14 JAN 2019 to till date. Job Profile : New Trading & Demat Account opening process and B D Support Responsibilities Held <ul style="list-style-type: none"> • Verification of the KYC, documentation as per KYC guidelines to ensure the due diligence for opening Demat Account and Trading account. • Allotting of trading codes for the clients. • Key work is to process the New Trading & Demat Account, Modification , Account closers of existing customers to Head Office and providing service to sub brokers and customer. • Sending the welcome message to the clients. • Providing training to Branch & Sub Broker. • Processing corporate action from Branch & Sub Brokers. • Handling Risk Management System and Protecting client interest by supporting them.
	Declaration I hereby declare that the above information furnished is true to the best of my knowledge. Place : <div style="text-align: right;">Yours sincerely,</div> Date : <div style="text-align: right;">(SUMAN G)</div>