

Prakash Jaipuria

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Oxford View

Flat No: C-203

Behala Janakalyan

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CAREER OBJECTIVE

To Excel and Add New Experiences, Learning and Mastering Those Experiences Leading to Organization and Individual Growth; Also to Take Challenges of Any Type as an Opportunity to Boost the Career by Putting 100% Of Myself.

WORK EXPERIENCE

Worked in P.P. International as an Accountant from January 2015 to December 2015.

Worked in Sharad Mohata & Co. Chartered Accountant as an Accountant from May 2017 to December 2017.

Worked in A. Singhi & Co. Chartered Accountant as a Senior Audit Executive from January 2018 to November 2018, And Has Been Part of Some Important Audits, To Name a Few:

- **Concurrent Audit of Narnolia Financial Advisors Ltd (Formerly Known as Microsec Capital Ltd).**
- **Portfolio Management Service Client Level Audit of Narnolia Velox Advisory Ltd for the year ended 31st March 2018.**
- **Half-Yearly Client Level Audit of Portfolio Management Service of Narnolia Financial Advisors Limited for 30th September 2018.**

Presenting working as an Asst. Manager in PMS Operations in Narnolia Financial Services Limited since Dec'2018. And Has Been Part of Some Important Audits, To Name a Few:

- **Had been a part of Portfolio Management Service Internal Audit & Client Level of Narnolia Financial Services Limited for the F.Y.2018-2019 & F.Y.2019-2020 & F.Y.2020-2021 & F.Y.2021-2022 & F.Y.2022-2023 & F.Y.2023-2024.**
- **Client Onboarding.**
- **Client Activation in PMS.**
- **Client's Fund Updation to Custodian.**
- **Client & Partner Mapping.**
- **Client Servicing.**
- **Handling the PMS Clients Query & solving the queries of the clients.**
- **PMS Distributors query handling & solving the queries of the Distributors.**

- **Updating the Dealer for the trade in the clients.**
- **Fee Schedule update to the Custodian for New On-boarded Clients.**
- **PMS Redemption & DP Closure processing.**
- **PMS Modification & DP Modification processing**
- **Trade Settlement & Bifurcation.**
- **Checking & Finalization of the PMS Income (PMS MIS's).**
- **Preparation of Fee Transfer for the PMS Income.**
- **Fund Transfer Reconciliation.**
- **Audit Documents Preparations.**
- **Auditors query handling & solving the queries of the Auditors with proper Explanations.**
- **Preparations of PMS Audit Reports for the clients.**
- **Mailing of PMS Audit Reports to clients.**
- **Maintaining of Various Records for PMS Operations.**

AWARDS AND HONORS

Received Award for Valuable Contribution- Operations F.Y.2021-2022 from Narnolia Financial Services Limited.

EDUCATIONAL QUALIFICATION

B. Com (Finance & Investment) from The Institute of Computer Accountants in Technical Collaboration with Annamalai University in 2014.

Passed Higher Secondary from St. Frank High School under NIOS Board in 2011.

Passed Secondary Examination from The Good Shepherd Mission School Under CBSE Board in 2009.

PROFESSIONAL QUALIFICATION

Trained & passed myself on the following courses.

- **Tally from ICA**

Passed CIA (Certified Industrial Accountant) course from ICA.

Cleared NISM V-A (Mutual Fund Distributor Examination)

SKILLS

Ms-Word, Ms-Excel, PowerPoint, Internet, I-Banking, Online Payment, Tally, Return Filing of Income Tax.

Problem Solving Skills, Decision Making Skills, No Stage Fear, Co-Ordinating Event, Corresponding with People.

STRENGTHS

Dynamic, Flexible, Sincere, Perform Well Under Stress, Good Communication, Creative Thinking, Hardworking.

AREAS OF INTEREST

- **Sports Like Cricket & Badminton**
- **Reading Books & Magazines**
- **Net Surfing**

PERSONAL PROFILE

- **Date of Birth** : 10th February, 1991
- **Father's Name** : Pradip Jaipuria
- **Nationality** : Indian
- **Marital Status** : Single
- **Gender** : Male
- **Languages Known** : English, Hindi & Bengali

Date:

Place: KOLKATA

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