**Bhoomika More**

**Email :** bhumika2911@gmail.com

**Mobile :** +91 8600996417

An experienced professional with exposure to domains like analytics, validation and training. Socially and culturally active, aspire to be recognized as an accomplished trainer for competitive exams.

**Professional Experience:** 5+ years

**Training Experience:** 3+ Years

**Employment details:**

**CH Edgemakers, Indore (Sept 2016 – Present)**

Trainer for Verbal Ability. Coaching MBA entrance students.

Weekly average training load : 30 hrs

Reporting to the Director & Head-Verbal Ability

**Key Result Areas**: Training MBA-CAT batches, CMAT Batches, IPM Batches and Campus Aptitude Batches. Managing Faculty Contact hours, guiding students on one to one basis.

**Eclerx Services Limited, Pune (Feb 2014 - Sep 2015)**

Dividend validation & payment analyst in Asset Servicing Department

**Key Result Areas :**

* Processing of coupon interest payment and redemption.
* Confirmation of Security detail by respective countries agent.
* Setting up and modifying announcement detail of security as per agent notification.
* Chasing settlements team for settling pending deals and trades.
* Chasing agent for compensation enquiry on failing trades.
* Applying markets rules and validating captured deals.
* Amendment of events details as per latest agent notifications.
* Releasing the payment on pay date.
* Chasing agent if payment confirmations awaiting on or after pay date.
* Auditing the handovers of team mates.
* Reconciliation & preparation of reports using MS Excel, auditing, etc.
* Completing daily/weekly activities every EOD and submitting daily Qty tracker to client.

**CapitalVia Global Research Limited, Indore (June 2012 - Sep 2013)**

Analyst, in Customer Service Department.

**Key Result Areas:**

* Capital Markets Analysis.
* Client Portfolio Handling and Portfolio Management.
* Data Analysis.
* Technical analysis of Domestic as well as Foreign Markets.
* Worked as Financial Consultant for intra-day retail traders.

**Academic Qualifications : Add year of passing**

* MA – English Literature from D.A.V.V. Indore
* MBA (Finance+ Marketing) from Sanghvi Institute of Management & Science, Rau, Indore.
* Bachelor of Science from GDC, Indore.
* Higher Secondary from TKS, Indore.
* High School from TKS, Indore.

**Certifications:**

* Certification in Computing from **IGNOU.**
* Certification in NISM Equity Module – 8.
* Certification in Technical Analysis from **Swastika Investment Ltd**, Indore.
* Diploma and Certification in YOGA (Yog Visharad ) from **MYCC,** Indore.
* Certification in Vocal Music from **ABGMM** (Akhil Bharatiya Gandharva Mahavidhyalaya Mandal ), Mumbai.

**Company Projects during the Job:**

**Organization:** CapitalVia Global Research Limited, Indore

**Duration of Project:** 3 Months (Jan’13 to Mar’13)

**Description:** The project focused on retention of clients, converting non-performers into performers for increasing revenue of the company, and qualitative & quantitative criterions maintained while providing services to clients.

**Summer Internship Project:**

**Major Research Project:**

**Project Title:** Study of Customer’s Perception towards the impact of Interest Rate Change on Bank Deposits.

**Synopsis of Project:** The main objective of the project was to study about banks’ customers and the impact of RBI’s decisions (regarding variations in interest rates) on their investments.

**Learning Objectives:** The increase and decrease in interest rates has great impact on customers’ investing decisions. The customers behave neutral towards speculations and market indicators that suggest the rise or decline in the interest rate.

**Minor Research Project**

**Organization:** Aegon Religare, Indore

**Duration:** 1 Month

**Project Title:** Data Collection for the Recruitment of Business Advisors.

**Description:** The project focused on the collection of data through self analyzed strategies and diversification of the collected data according to the needs of the company.

**Learning Objectives:** Learned how to collect data and use of data according to company’s need. Also learned how convert the prospects into clients.

**Scholastic Achievements:**

* Secured 1st position in MA (English Literature) from DAVV University.

**Cultural & Co-curricular activities:**

* Won 1st prize in Drawing Competition from Hon. M.F. Hussain in school days.
* Participated and won 1st prize in Music Competition held at Akashwani, Indore in school days.
* Secured 1st position in Debate Competition on the topic “Outsourcing is necessary in today’s Business Scenario” held in Sanghvi Institute of Management & Science.
* Won 1st prize in IT Debate Competition in Sanghvi Institute of Management and Science on the topic “New Developments in IT Industry.”
* Maintained 1st position in Calligraphy Competition throughout school life.

**Computer Competency:**

Competent with MS Office (Word, Excel, PowerPoint) and Internet.

**Personal Data:**

Address : 601 – D, Karuna Sagar, Indore (M.P)

 DOB : 29th Nov, 1983