

LAKSHMI DAMODARAN

Chilla, H.No.51/195, Jawahar Cross Road,

Thykoodam, Vytilla, Kochi, Pin: 682019

Phone- + 91-7025533156

Email- lakshmi071993@gmail.com



CAREER OBJECTIVE

To be an integral part of a result oriented, reputed and recognized organization, which will utilize my professional skills and ability, also make me grow along with the organization.

ACADEMIC QUALIFICATION

COURSE	INSTITUTION	BOARD / UNIVERSITY	YEAR OF COMPLETION	CGPA / PERCENTAGE
MBA (FINANCE & HR)	NEHRU INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT, COIMBATORE	ANNA university, Chennai	2016	6.56
B.COM	AMRITA SCHOOL OF ARTS AND SCIENCES, EDAPALLY, KOCHI	Amrita vishwa Vidyapeetham University	2014	60%
XII	SNDP HIGHER SECONDARY SCHOOL, UDAYAMPEROOR	Kerala State Board	2011	73%
X	C.C.P.L.M ANGLO INDIAN HIGH SCHOOL, KOCHI	Kerala State Board	2009	61%

RESUME HIGHLIGHTS

- MBA in Human Resource and Finance
- B.Com in Tax, Accountancy and IT
- Worked with Hedge Equities Ltd as Executive Operations, Customer care Department for more than one year since July 2016 to November 2017.

PROFESSIONAL EXPERIENCE

Hedge Equities Ltd – Executive Operations, Customer care Department

Job Description / Responsibilities

- Assist clients in buying and selling of shares, stocks and bonds
- Maintain close contact with clients and manage their investment portfolio
- Identify new clients open accounts for them and follow up to identify their investment needs.
- Installing solving and rectifying the Clients trading software.
- Identify current market trends and news that affect the stock market.
- Inform clients about current scenario and expectations in stock market.

PROFESSIONAL CERTIFICATIONS

- **NISM - Series-V-A: Mutual Fund Distributors Certification Examination** under SEBI, Certification of Associated Persons in the Securities Markets Regulations, 2007.
- Certification of **Advanced program in Tally ERP 9** conducted by Tally Solution (P) Ltd, 2013

ACADEMIC PROJECT

- Undertaken Summer Project on the topic “***A STUDY ON EFFECTIVENESS OF INCENTIVES AS MOTIVATORS FOR OPERATIONAL STAFF IN COCHIN PORT***”, conducted at COCHIN PORT TRUST, WILLINGDON ISLAND KOCHI (2016).
- Undertaken Summer Internship “***An Organizational Study at APOLLO TYRES LTD***”, conducted for 45 days at, Kochi (2015).
- Mini Project done on the topic “***A STUDY ON THE IMPACT OF SOCIAL MEDIA ON CONSUMER BUYING BEHAVIOR***” at Kochi (2014).

ACADEMIC SEMINAR AND WORKSHOPS

- Participated in Two Day ***National conference on E- Governance in the Economic Impact on common man in rural areas***” conducted at Amrita school of Arts and Sciences Kochi (October 2013).

- Participated in a workshop conducted at Amrita School of Business on *Social Innovation Conclave* (January 2014).
- Participated in Two Day *National Conference on Innovation in Banking for Future Growth* conducted at Amrita school of Arts and Sciences Kochi (March 2014).
- Attended a workshop and camp conducted by National Science & Technology, Entrepreneurship Development Board (NSTEDB) Department of Science & Technology, Government of India on *Entrepreneurship Awareness* (February 2016)

IT CREDENTIALS

- SOFTWARES : TALLY, SPSS, TORA,POM
- LANGUAGES : C++, HTML, MYSQL
- MICROSOFT XP APPLICATIONS : Word, Microsoft office, Excel, PowerPoint, Outlook

PERSONAL COMPETENCIES

- Creative, problem solving capability and ability to make instant decisions.
- Excellent oral, written, analytical presentation and communication skills.
- Able to cope under pressure.
- Effectively and efficiently handle multiple tasks.
- Sincerity towards job and Punctuality.

PERSONAL PROFILE

Date of Birth	07/08/1993
Gender	Female
Blood group	O ^{-ve}
Marital Status	Single
Nationality	Indian
Linguistic Proficiency	English and Malayalam (to speak) English, Malayalam and Hindi (to read and write)
Hobbies	Photography, Watching movies, and Travelling.
Permanent Address	Chilla, H.No.51/195, Jawahar Cross Road, Thykooodam, Vytilla, Kochi, Pin: 682019

REFERENCE

Dr. R Moses Daniel

Principal, Nehru Institute of Information Technology and Management
Coimbatore, Tamil Nadu
Phone : +918056332932

Suresh Raghavan

Sr. Manager – Hedge Equities Ltd
Cochin, Kerala
Phone : +919447086722

DECLARATION

I, hereby declare that the information provided above is accurate and valid to the best of my knowledge and belief.



Date: 19-01-2018

Place: Cochin

LAKSHMI DAMODARAN