



Mrs. Priya V G
H No A 1066 , Satellite Township
Padamugal, Kakkanad
Cochin- 682030
Kerala
+91 995621521

My Aim

To pursue a career in a professionally managed company with opportunities for innovation and creativity. I would like to work in an environment that facilitates value addition to the organization with my knowledge and skills.

Strong areas of Experience

- o Having total 10 years of working experience in finance & logistic firm. 8 years of experience in Finance Industry and 2 years' experience in logistic firm. I have strong potential back ground in broking field and have ensured to keep myself update on stock broking markets.

Key Area of Experience

- ✓ Remarkable experience in implementing & performance of internal controls and conducting Compliance Audits
- ✓ Profound ability to work in compliance with the regulatory requirements
- ✓ A trainer on compliance topics and other soft skills
- ✓ Good computer skill with working knowledge in MS Word, MS Excel and MS Powerpoint.

Key Qualities

- ✓ Able to maintain confidentiality of sensitive information
- ✓ A team worker
- ✓ Patience with good listening skill
- ✓ Positive thinker
- ✓ Punctual

Education Qualification

- ✓ MBA (HR & Finance) from Sikkim Manipal University (DDE), Sikkim (2010)
- ✓ B.com (Co-operation) from Mahatma Gandhi University , Kottayam , Kerala (2005)

Professional Experience

Vertex Securities LTD – Compliance Officer (Currently) Jan 2018- till date

- ✓ Active Interaction with Exchange when Inspection is held in the company
- ✓ Ensured any observation and findings are escalated and monitors connective actions plans
- ✓ Managed the Compliance Program including service provider oversight, training, regulatory developments, regulatory examination processes and surveillance & monitoring functions
- ✓ Monitored compliance component of business units for design and review of regulatory requirement to marketing materials

Muthoot Securities LTD – DP& KYC Manager (Previous) May 2016- Dec 2017

- ✓ Active Interaction with Exchange when Inspection is held in the company
- ✓ Ensured any observation and findings are escalated and monitors connective actions plans
- ✓ Managed the Compliance Program including service provider oversight, training, regulatory developments, regulatory examination processes and surveillance & monitoring functions
- ✓ Monitored compliance component of business units for design and review of regulatory requirement to marketing materials

Opal Shipping Services LLC – Customer Co-ordinator (Previous) Mar 2012- Jan 2015

- ✓ Handling Air & Sea Freight Shipment
- ✓ Arranging for shipping document and tracing of goods in Transit
- ✓ Negotiate with Airline representatives for services and preferential rates
- ✓ To ensure the operations and documentation procedures comply with the stated guidelines for all SEA and AIR

JRG Securities LTD – Manager (Customer care) Aug 2009- Dec 2011

- ✓ Part of Operational and Process group for changes to be implemented in the Operational wing
- ✓ Training Employees for process related activities
- ✓ Part of Operational and process group for changes to be implemented in the Operational wing
- ✓ Quality assessment of the calls and Emails response given to the customers
- ✓ Acquiring depth knowledge in Stock Market and process involvement

Geojit PNB Paribas LTD – Asst Manager**Oct 2005- July 2009**

- ✓ Attending and resolving customer queries and complaint. Follow ups both over email & Phone
- ✓ Reducing the number of customer dissatisfaction by delivering quick and prompt service
- ✓ Monitoring clients exposure limits
- ✓ Taken a vital role in recruitment of customer care executives for Handling NRI customers

Kotak Securities LTD – Executive**May 2004- Sept 2005**

- ✓ Responsibility include DP & Trading form registration form and sending Welcome letter
- ✓ Clearance of Fund & Stock Payin & Payout
- ✓ Sending Daily & Monthly consolidated report of the calls attended by the Call Centre

In Addition

- ✓ Active Member to the Celebration & Sports Committee of Association
- ✓ Voluntarily took part in seminars & social activities like clean the environment , donation-to-orphanage programmes etc
- ✓ Interested in travelling and exploring places & cuisine

Personal details

Date of Birth : 04.03.1984
Gender : Female
Father's Name : Mr. K K Venugopalan
Religion : Hindu
Nationality : Indian
Marital Status : Married
Languages Known : English,Hindi,Malayam
Telephones No's : Res: - 0484 2427573
Mob: - 9995621521
Passport : J8574210
Email : priyavenugopal2008@gmail.com

I hereby confirm that all the information given above is correct to the best of my knowledge.

Place: Kochi
Date: 18/06/2018

Thanks & Regards,
Priya V G