

# Rahul Jaiswal

504, dandelia, Acme ozone, off. ghodbunder road, near khewra circle, Thane West, 400610  
9987690939 | jaiswal21rahul@gmail.com

## Personal Details

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- Date of Birth : 21/01/1994
- Marital Status : Single

## Objective

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To work in a conducive atmosphere at a position which will enable me to apply my knowledge and skills for the growth of organization and my career.

## Experience

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- **BAHAR infocons Pvt Ltd** 25-05-2018 - 20-06-2019  
Data analyst
  - Bahar Infocons is a specialist Financial Information Services company which provides securities administration data & corporate action information of companies listed in stock exchange.
  - Handle Corporate Action for our clients across the globe. Maintaining master information of various securities listed on any exchange anywhere in the world.
  - Assist in updating client details and other corporate action like IPO (Initial Public offering), Rights issue, Dividend, Distribution, Spin-off, Buyback, Consolidation, Sub-division, Merger, Takeover, Liquidation, Suspension, Resumption, Termination (Delisting of securities from exchange) etc. events in WCA (World-wide corporate action- In house system) of Bahar Infocons.
  - Countries handled by me were Belgium, France, Norway and etc.
  - Data Research : Gathering financial information from various sources and analysis of Corporate Action relating to companies.
  - Handling Queries.
  - Floor training for new employees.
  - Responsible for preparing coverage and assigning activities to the team members.
- **Apollo Munich health insurance** 10-11-2017 - 21-05-2018  
Executive
  - Primarily reviews documentation for new customer account, evaluates high-risk accounts & analyses new customer processes & policies.
  - Responsible for amending, reviewing and exiting clients according to established policies and procedures.
  - Performing the due diligence on new Clients, requesting the KYC information, documentation, review and verification of received documentation and making an analytical risk assessment for new Clients.
  - Thoroughly and succinctly document the research and analysis related to the financial activity and related entities of Clients, for an audience that includes Management, Regulators, Internal Audit, Senior Managers and Internal Compliance.
  - Periodically evaluate existing Clients according to established policies and procedures.

## Education

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- **Dr. D.Y. Patil School Of Management, Belapur** March 2017  
MBA

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| • N.K.T.T. College of Commerce, Arts & Science, Thane<br>BMS | April 2014    |
| • St. John Junior College, Thane<br>HSC                      | February 2011 |
| • G.S.S. High School, Thane<br>SSC                           | March 2009    |

### **Skills**

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- Ability to research and analyze data.
- Ability to build successful relationship with team members.
- Flexible.
- Punctual.
- Quick learner.
- Accurate.
- Planning.

### **Language**

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- Hindi
- English
- Marathi
- Beginner in French

### **Declaration**

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- I hereby declare that the above specified information is correct to the best of my knowledge and I bear the responsibility for the correctness.

(Rahul Jaiswal)