

Name: Malati Singh

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Contact No: + 91-9708900081



OBJECTIVE:

My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization. Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Look forward to working with a company that promotes quality products and services; and provides me with the opportunity to meet and exceed assigned goals.

EDUCATIONAL QUALIFICATION:

- **Master Of Business Management** - Calcutta University
- **Bachelor of Science** - Scottish Church College
- **Higher Secondary examination** from St. Xavier's High School, Haldia, WB (WBCHSE) with 82.4%
- **Secondary examination** from St. Xavier's High School, Haldia, WB (WBBSE) with 76.88%

COMPUTER EXPOSURE:

Software: Microsoft Office Word, Excel
Operating Systems: Windows 7, Windows 2000/XP/Vista
Languages: C, C++, Assembly language
Accounting Packages: AP

PROFESSIONAL EXPERIENCE:

Self Employed (Jan2010 –current date)

Designation: Private Tutor

Responsibility:

- Plan daily sessions as per the syllabus and school studies of students
- Help students in completing their assignments, projects, and presentations
- Keep a track of their daily studies, grades of tests conducted in schools, etc.
- Keep a track of students' exam time-tables and help them to prepare accordingly
- Train students in writing and answering the test questions in a way that they present their knowledge in the best possible manner
- Motivate students to put in their best, express their talent and expertise, and participate in extracurricular activities as well, so as to ensure their all-round development
- Conduct tests and revisions

Karvy Stock Broking Ltd (Jan2007 –Dec2007)

Designation: Investor Relationship Officer

Responsibility:

- Performed competitive and cross divisional analysis of the industry peers and monitor the other public disclosures like the various presentations made at the investor seminars, conferences, etc.
- Implemented, co-develop and update the organization's corporate messaging across different formats like making presentations, press releases, employee meetings, etc.
- Determine the organization's position in the market and to provide the leaders with a proactive assessment and any other relevant feedback and guidance that is needed by the organization's senior personnel on how to increase the interactions with the investment community
- Helped to perform a range of analyses that will include industrial analysis, competitive analysis, and comparative valuation

India Infoline (Aug 2006 – Jan 2007)

Designation: Back office coordinator

Responsibility:

- Implemented, co-develop and update the organization's corporate messaging across different formats like making presentations, press releases, employee meetings, etc.
- Comfortable with all sorts buy and sell of shares of the company on NEAT SYSTEM and ODIN SYSTEM.
- Dealing with punching of DP Slips, releasing of shares from shares from NSE and BSE, account management like crediting of cheques to clients account as well as debiting the clients account as per clients demand, coordination with head office when required.

GRADUATION PROJECT:

Summer Internship in DPSC Limited

ACTIVITIES AND ACHIEVEMENTS:

- NCFM Derivative Module Qualified.
- IIT Rank (Rank-EOB9100)
- UNITED SCHOOLS INTERNATIONAL(Percent marks-81)
- Organized many events like 5KM RUN, Run against Ragging

STRENGTHS:

- Comprehensive problem solving abilities
- Good communication skills and interpersonal skills
- Flexible to different situations and Ability to deal with people diplomatically
- Good leadership skills.
- Well-organized and conscientious.
- Self motivation, initiative with a high level of energy.

HOBBIES:

- Travelling
- Solving Puzzles e.g Suduko
- Teaching Elementary Mathematics
- Designing many types of Handicrafts.

Personal Profile

Name	MALATI SINGH
Husband's Name	DHARAMENDRA SINGH
Date of Birth	12.10.1979
Sex	Female
Nationality	Indian
Languages known	English, Bengali, Hindi.
Address	Flat No-203, Ravi Raj Enclave, Akashwani Road, Khajpura, Patna-14

Declaration

I solemnly declare that all the particulars furnished above are correct and true to the best of my knowledge.

Date:

Place-Patna