

# **Prakash Jaipuria**

**32/36, Diamond Harbour Road**

**Oxford View**

**Flat No: C-203**

**Behala Janakalyan**

**Kolkata – 700008**

• **+91-9038961411**

• ***jaipuria.prakash1@gmail.com***

---

## **CAREER OBJECTIVE**

**To Excel and Add New Experiences, Learning and Mastering Those Experiences Leading to Organization and Individual Growth; Also to Take Challenges of Any Type as an Opportunity to Boost the Career by Putting 100% Of Myself.**

## **WORK EXPERIENCE**

**Worked in P.P. International as an Accountant from January 2015 to December 2015.**

**Worked in Sharad Mohata & Co. Chartered Accountant as an Accountant from May 2017 to December 2017.**

**Worked in A. Singhi & Co. Chartered Accountant as a Senior Audit Executive from January 2018 to November 2018, And Has Been Part of Some Important Audits, To Name a Few:**

- **Concurrent Audit of Narnolia Financial Advisors Ltd (Formerly Known as Microsec Capital Ltd).**
- **Portfolio Management Service Client Level Audit of Narnolia Velox Advisory Ltd for the year ended 31<sup>st</sup> March 2018.**
- **Half-Yearly Client Level Audit of Portfolio Management Service of Narnolia Financial Advisors Limited for 30<sup>th</sup> September 2018.**

**Worked as an Asst. Manager in PMS Operations in Narnolia Financial Services Limited since Dec'2018 to July'2025. And Has Been Part of Some Important Audits, To Name a Few:**

- **Had been a part of Portfolio Management Service Internal Audit & Client Level of Narnolia Financial Services Limited for the F.Y.2018-2019 & F.Y.2019-2020 & F.Y.2020-2021 & F.Y.2021-2022 & F.Y.2022-2023 & F.Y.2023-2024 & F.Y.2024-2025.**
- **Client Onboarding.**
- **Client Activation in PMS.**
- **Client's Fund Updation to Custodian.**
- **Client & Partner Mapping.**
- **Client Servicing.**
- **Handling the PMS Clients Query & solving the queries of the clients.**
- **PMS Distributors query handling & solving the queries of the Distributors.**

- **Updating the Dealer for the trade in the clients.**
- **Fee Schedule update to the Custodian for New On-boarded Clients.**
- **PMS Redemption & DP Closure processing.**
- **PMS Modification & DP Modification processing**
- **Trade Settlement & Bifurcation.**
- **Checking & Finalization of the PMS Income (PMS MIS's).**
- **Preparation of Fee Transfer for the PMS Income.**
- **Fund Transfer Reconciliation.**
- **Audit Documents Preparations.**
- **Auditors query handling & solving the queries of the Auditors with proper Explanations.**
- **Preparations of PMS Audit Reports for the clients.**
- **Mailing of PMS Audit Reports to clients.**
- **Maintaining of Various Records for PMS Operations.**

#### **AWARDS AND HONORS**

**Received Award for Valuable Contribution- Operations F.Y.2021-2022 from Narnolia Financial Services Limited.**

#### **EDUCATIONAL QUALIFICATION**

**B. Com (Finance & Investment) from The Institute of Computer Accountants in Technical Collaboration with Annamalai University in 2014.**

**Passed Higher Secondary from St. Frank High School under NIOS Board in 2011.**

**Passed Secondary Examination from The Good Shepherd Mission School Under CBSE Board in 2009.**

#### **PROFESSIONAL QUALIFICATION**

**Trained & passed myself on the following courses.**

- **Tally from ICA**

**Passed CIA (Certified Industrial Accountant) course from ICA.**

**Cleared NISM V-A (Mutual Fund Distributor Examination)**

#### **SKILLS**

**Ms-Word, Ms-Excel, PowerPoint, Internet, I-Banking, Online Payment, Tally, Return Filing of Income Tax.**

**Problem Solving Skills, Decision Making Skills, No Stage Fear, Co-Ordinating Event, Corresponding with People.**

## STRENGTHS

**Dynamic, Flexible, Sincere, Perform Well Under Stress, Good Communication, Creative Thinking, Hardworking.**

## AREAS OF INTEREST

- **Sports Like Cricket & Badminton**
- **Reading Books & Magazines**
- **Net Surfing**

## PERSONAL PROFILE

- **Date of Birth** : 10th February, 1991
- **Father's Name** : Pradip Jaipuria
- **Nationality** : Indian
- **Marital Status** : Single
- **Gender** : Male
- **Languages Known** : English, Hindi & Bengali

**Date:**

**Place: KOLKATA**

---

**Prakash Jaipuria**

- **+91-9038961411**