Vijay Patel

Graduate stockbroker

PERSONAL SUMMARY

A motivated and determined individual who is disciplined and has a desire to succeed. Recently graduated in Management Economics and possessing a professional demeanour along with a genuine interest in the financial markets. A proven ability to maintain and develop a client base and fully aware of FSA and FPC rules and regulations.

Has a comprehensive understanding of ISAs, pensions, IHT relief and international investment portfolios. Currently looking for a graduate stockbroker position with a successful investment firm.

ACADEMIC QUALIFICATIONS

BA (Hons) Management Economics 2:2
Bury University 2007 - 2010

A levels: Maths (A) English (A) Geography (A)
Radcliffe College 2005 - 2007

WORK EXPERIENCE

First City Investing Bank – Stafford
TRAINEE INVESTMENT ADVISOR May 2010 - Present

Responsible for generating new client accounts via telesales and also direct mail advertising. Carrying out a risk profile of potential new clients and clarifying their investment objectives. Providing excellent customer service to mostly private clients but also trusts, pensions funds and charities.

Duties:

- Guiding private clients with their investment portfolios.
- Contacting prospective investors by telephone.
- Assessing the suitability of new clients.
- Contacting clients in response to requests and ad hoc queries.
- Providing investment advice to clients.
- Keeping clients informed of the current position of their portfolio.
- Dealing with queries on existing contracts.
- Answering incoming calls promptly.
- Meeting clients face to face.
- Following up leads.

KEY SKILLS AND COMPETENCIES

- A confident telephone manner.
- Knowledge of how to obtain the best deals possible at the best possible prices.
- Ability to conduct in-depth research into shares and bonds.
- Fully aware of compliance issues and regulatory procedures.
- Able to remain calm under pressure.
- Able to prioritise and multi-task.
- Familiar with execution only and advisory stock broking.
- A proven track record of closing deals by consultative selling to clients.
- Can advice clients on the state of the market, stock picking within a sector.
- Keeping up to date with stock market conditions and economic trends.
- Ensure that all operations affecting clients are carried out in accordance with FSA rules.

REFERENCES – Available on request.

AREAS OF EXPERTISE

Telesales

Marketing

Equities market

FSA regulations

Company valuations

Valuation reports

Financial planning

Investment portfolios

Economic trends

PROFESSIONAL

First Aid

German

PERSONAL SKILLS

Discretionary manner

Good with numbers

Flexible & adaptable

Communication

PERSONAL DETAILS

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