

# Shounak Kumar Bhowmick

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Haridas Bhattacharjee Road, Panihati, Kolkata - 700114

## SUMMARY

Economics graduate with one year of experience in Operations at SMIFS Limited, a SEBI-registered stock broking firm. Proficient in client onboarding. Strong understanding of operational workflows within capital markets. Detail-oriented, efficient, and committed to maintaining accuracy and process integrity in fast-paced financial environments. Interested in field of accounts and taxation.

## KEY COMPETENCIES

Client Onboarding & KYC Compliance  
Trade Lifecycle Management  
Operations & Back-office Coordination

Data Accuracy & Documentation Handling  
Risk Identification & Mitigation

Communication & Interdepartmental  
Time Management & Task Prioritization  
MS Excel & Basic Financial Software Proficiency

## PROFESSIONAL EXPERIENCE

### SMIFS Limited

#### Operations Executive

Jul 2024 - Oct 2025

Worked as a KYC Operations Executive at SMIFS Limited, responsible for handling end-to-end KYC processes including client onboarding, document verification, and data entry in compliance with SEBI.

- Processed and verified client KYC documents (individuals, corporates, NRIs) as per SEBI and exchange norms.
- Ensured timely and accurate onboarding of clients into the trading platform.
- Coordinated with the compliance team to resolve discrepancies and flagged high-risk profiles.
- Ensured proper collection and maintenance of client documents (PAN, GSTIN, etc.) for compliance with regulatory and taxation requirements.
- Assisted in preparing reports that indirectly tied into taxation and regulatory audits.
- Assisted in reconciling GST-related client details during onboarding and operational processes.

## INTERNSHIP EXPERIENCE

### The Lake Hotel

#### Junior Accountant

Jun 2022 - Dec 2022

- Assisted with daily accounting entries, invoice processing, and ledger updates using MS Excel.
- Supported reconciliation of vendor invoices and input tax credit records to ensure accurate GST reporting.
- Maintained organized financial records and aided senior accountants in audit preparation specific to FMCG transactions and inventory flows.
- Assisted in preparation of GST-compliant invoices for hotel room bookings, restaurant sales, and banqueting services.

## EDUCATION & CERTIFICATIONS

### Bachelor in Economics

Majors: Econometrics and Indian Economy  
Kalinga Institute of Industrial Technology

### Finance Certification

Teachnook

### Digital Marketing

Verzeo

### Microsoft Excel - Beginner to Advanced

Udemy

### Python Course

AEM Technologies, Kolkata

## EXTRACURRICULAR ACTIVITIES

### Football

Julien Day School

### Community Volunteer

Panihati Barun Sporting Club