

Nitosh Katyayan

Intended to build a career with leading corporate of stimulating environment which will help me to explore myself fully and utilizing my potential.

Contact



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nitosh-katyayan

Work Experience

FHRM LLC/AGC

Quality Analyst

Jul 2023 - Present

- Conduct Quality Control and Quality Assurance in accordance with the process.
- Provide effective written and verbal feedback to Associates on assignment performance.
- Conducting training session for new joiners to make them aware about their roles and responsibilities.

Senior Associate

Apr 2023 - Jun 2023

- Preparing documents and sending it over to the clients through email.
- Closing the call and conducting compliance for the clients.
- Making sure all the transactions are being monitored and reported.

Associate

Jun 2022 - Mar 2023

- Assisted International clients over Calls and emails for settlement of their Financial matters.
- Gathering Information of the clients for document preparation.

Internship

Dr. Adish C Aggarwala, New Delhi

Sep 2021 - Nov 2021 (3 Months)

- Attending Court Proceedings and making summary of the case.
- Assisted in proof reading of book "Constitution of India" written by Dr. Adish C Aggarwala.

Advocate Rohit Pandey, New Delhi

Dec 2020 - Feb 2022 (3 Months)

- Attending Court Proceedings and making summary of the case.
- Learnt client dealings and sought other practical knowledge.

Monika Arora and Associates, Delhi High Court

July 2019 - July 2019 (1 Month)

- Attending Court Proceedings and making summary of the case.
- Written an article on Efficiency of Arbitration

Languages

- English (Fluent)
- Hindi (Fluent)

Educational Background

BBA LLB

Fairfield Institute of Management and Technology, GGSIPU
Aug 2018 - May 2023
8.2 CGPA

Higher Senior Secondary

G.B.S.S.S. No.3, Palam, New Delhi
Commerce | March 2018
72%

Senior Secondary

G.B.S.S.S. No.3, Palam, New Delhi
March 2016
6.8 CGPA

Additional Information

- Received "Excellence" in Employee of the Month Award, as Senior associate for the month of April 2023.
- Served as Team Lead (Buddy Head) at Internshala for a Project called ISP.
- Worked in several Events like Khelo India School Games 2018, Indan Super League, Barca Cup 2020, Sahitya Aajtak and more.