**Curriculum Vitae**

**Govind**

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**Objectives :** Havingthe experience in the investment bank field , I would like to obtain a leading role in an organization , which empowers the effective use of my experience ,skills and knowledge for the best advantage of organizational and personal growth .

I would like be elite of an organization which values enthusiasm and professionalism.

**Professional Profile**

**Deutsche Bank On Roll Job Of Analyst Since July 2014**  **Jaipur india**

* Processing at Custody static Data Team
* Creating & Amendment of securities.
* Preparing MIS reports (Key Performance Indicator and capacity model) for the team and the management to analyze the volume and individual percentage .
* Maintenance of ‘Securities Static data ‘ in FO and BO system to ensure smooth flow of trades .
* Updating prices at regular intervals .
* Knowledge of working with vendors like Bloomberg , Euroclear,Telekurs and Eventies .
* Taking care of corporate action from static point of view .
* Have knowledge of all kind of instruments I.e Fixed instruments and Equities .
* Setting up these instruments in application called DB trader and EIS .
* Performing 2 Eye and 4 Eye checks for complete accuracy.
* Good handling at Escalations.
* Good relationship with onshore .
* Preparing the error tracker to ensure the mistakes identified are corrected and not repeated again.
* Involved in training to new joiners.
* Security setups on client request.
* Security setups / amendments for corporate actions team.
* Quality documentation and maintenance of key operating procedures by interacting with learning and development team to control the risk in the BAUs performed .
* Exception management and implementing new initiatives .
* Part of many training like Trade life cycle,Derivatives ,Swift etc.
* Ensuring all End of the day reports are sent on time and NO BAU tasks are left for the day.
* Archiving of the entire year documents.
* Maintaining Holiday calender in application .

**Extra Activities -** Part of the sports events like Football , volleyball, cricket etc.

**Total Work Experience :- 2.3 years**

**Company name : Deutsche Bank Operational International Global Services Pvt. Ltd.**

**Place :- Jaipur , Rajasthan**

**Job Title :- Operations Analyst**

**Responsibilities :- Worked in the Global Reference Data team which provides the reference data of Equity, Fixed Income and instruments of Apac , Europe , and US markets to the bank and trades .**

* Leading and Supervision in extracting the corporate action data from various vendors ( Bloomberg , Thomson Reuters , Telekurs , Euro clear , Eventies ) validating , updating and ensuring the same accessible for the clients on the database platforms.
* Preparing daily workload for team members and coordinating the daily allocation of work .
* Vendor notification and service management .
* Motivating team to achieve high standards and KPI targets .
* Handling new client queries and acting as face of the business from the data team perspective.

**Deutsche Bank Pre Selection Training Program Through Imarticus Learning PVT Ltd Jaipur india**

* Securities & Derivatives Operations
* End To End Trade Life Cycle Of Listed & Otc Products
* Functioning Of Cleaning & Settlement Systems
* Risk Management
* Banking Operation

**EDUCATION:**

2010-2013 **S. S Jain Subodh Commerce & Art College, Rajasthan University**

* Bachelor of Commerce

2008-2010 **Maheshwari Public School, CBSE**

* HSC

2008 **Maheshwari Public School, CBSE**

* SSC

**Note: All of the examination clearing with at least 1st Division .**

**PERSONAL Particulars**

**Date of Birth :** 09 September 1992

**Language Known:** English , Hindi **.**

**Interest** : Gardening, traveling , Volleyball

**Declaration:**

**I hereby declare that all statement made in this application is true and complete to the best of my knowledge belief**

**Place: Rajasthan ( Govind )**

**Date:**