RESUME

Divya

CAREER OBJECTIVE

Seeking a challenging position and opportunities in an esteemed organization, in order to gain and leverage cross-functional experience in business, analytical & technical skills and in turn make significant contributions for the development of organization and my career.

PROFESSIONAL SYNOPSIS

* A competent professional with rich experience in NAV (Net Asset Value), Reconciliation, Management.
* An effective communicator with strong analytical, inter personal, logical, problem solving abilities.

PROFESSIONAL EXPERIENCE

* Organization : DBOI Global Services Private Ltd. – Deutsche Bank Group, Jaipur, India
* Designation : Trainee Analyst – Asset Wealth Management (Working from May 2015)
* Key Responsibility Areas:
* Currently working as Trainee Analyst with Deutsche Bank Operations International with Asset & Wealth Management Department – Net Asset value & Alternative Real Assets (current process) since 18th May 2015
* Making Template for NAV Break & Research, accurate analysis of NAV break and sending template to Onshore and Portfolio Managers.
* Preparation of MIS reports (daily, weekly and monthly) for management review.
* Net Asset Value Calculation for portfolios.
* Reconciliation b/w ledger & Bank (Mandate, Fund accounting)
* Reconciliation of cash and positions between statement (Custody) and Ledger side On daily basis to clear breaks using TLM (Transaction Lifecycle Management) application

PROFICIENCY ON BELOW APPLICATIONS

* + - Aladdin (Prism, Cash master ,Green package)
		- TLM (Transaction Lifecycle Management)
		- SCD (Sim Corp Dimension)
		- SSR (Smart Stream Reconciliation)

PROFESSIONALTRAINING

* Anti fraud Awareness Training at DBOI, Jaipur
* Information security and Data Protection Training at DBOI, Jaipur.
* Effective electronic communication
* Campus to Corporate& Corporate Presence (Classroom Training)
* Diploma in Computer from RKCL (Rajasthan Knowledge Corporation Ltd.)
* Knowledge of MS Office (Word, Excel & Power point).
* Organization:  **HBL GLOBAL PVT LTD (HDFC BANK LTD.) (From Feb 2014 to 31 Dec,2014)**
* Designation : Business Development Representative- Credit card division
* Key Responsibility Areas:
* Attend daily morning and evening briefings.
* Handling Customer Queries in regards with enquiries, issues or concerns, credit card info under PCI compliance.
* Ensure to have feedback from the Customers ensuring there is satisfactory service.
* Report to Relationship Manager
* Achieve set targets in credit card sector*.*

 ACADEMIC QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Year of Passing | Qualification/Degree | University/Board | Percentage |
| 2015 | M.B.A  | Jaipur National University | 70% |
| 2011 | B.B.A | Rajasthan University | 50 % |
| 2008 | 10+2 | Rajasthan University | 69% |
| 2006 | 10th | Rajasthan University | 65% |

 PERSONAL DETAILS

Date of Birth: 6th July 1991

Nationality: Indian

Marital Status: Married

Language: English and Hindi Proficient

 LEISURE INTEREST

* Listening to music, singing, and dancing,.

Interested in playing Bowling[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 