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**Dixit**

Email: **Dixit.340266@2freemail.com**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

**Summary of Skills and Experience**

* Over 20 months experience in finance.
* **B.M.S from Mumbai University**.
* Knowledge of Capital markets.
* Analytical skills and an effective team player with excellent presentation skills.

**Work Experience**

**Currently working with US MNC Custodian Bank operating its Back office operations in India (State Street Syntel Services Pvt. Ltd.)**

Department**: -** Reference Data Management (Vertical-Asset servicing group)

Designation: **–** Associate

Tenure**: -** March 17 2015

**Key Achievements:**

Got value for leadership for Managing the business in absence of Manager , team leads and any other senior member.

Got Appreciation for providing training to my seniors regarding amendments on Master file

**Over View of Reference Data Management:-**

* We as Reference Data Management Team is responsible for set up and maintenance of all securities for the central security master file, which supports the Global Horizon (MCH) and Middle Office Security Master file (RKS) Systems. We are responsible for the set up and maintenance of both domestic and global assets from MCH to RKS.
* Security set up for trade settlement of off shore clients & dealing with different type of investment such as Debt (Corporate Bond, Municipal Bond, etc.) Equity (Common Stock, Mutual Fund, etc.)Derivative (Option, Futures), etc.
* Application viz. Asset Control, MCH, RKS, ESM is used to setup different securities
* Making the amendments on the existing security by confirming the holders and then making the announcement on the reference alert page
* Auditing and reviewing activities performed by processor
* Analyzing and understanding different vendor backup to identify type of security.
* Analyzing and reviewing the various securities (CUSIP, SEDOL and ISIN) through the variety of industry recognized vendor sources like Euroclear, London Stock Exchange, Clear Stream, WM Date Services, S & P Cusip, DTC, Crest Backup and CDS Data.
* Coordinating with Boston team on day to day basis for approval purpose required for security setup.
* Understanding new task introduced in process and passing the same information to team as well.
* In Case of any discrepancy we have to get back to the client in order to confirm the details once again or If we are unable to get any information on industry recognized vendors then we have to request the client to provide us prospectus or term sheet of the security through which we can validate the required information.
* We Initial Setup Security In MCH than push to RKS(Record keeping system) for different clients, Different clients
* Have specifications Regarding RKS setup for Eg: Issue type, price source etc.

**ROLES AND RESPONSIBILITY**:

* Daily Processing and Security set up through global horizon (MCH) for Derivative Equity, Derivative Futures, Derivative Options, Derivative Index Futures.
* Validation of Asset ID numbering convention.
* Expertise in using **Bloomberg and Reuters** for Various security Backup.
* Daily Processing through the system like Asset Control, Wizard and MCH for Valid and Dummy Security Setup for Fixed Income, Corporate Bond, Mutual Fund, Common Stock, Equity, Limited Partnership, Short term Instrument, Municipal Bond etc.
* Analyzing and reviewing the various securities (CUSIP, SEDOL and ISIN) through the variety of industry recognized vendor sources like Euroclear, London Stock Exchange, Clear Stream, WM data and IDC.
* Date Services, S & P Cusip, DTC, Crest Backup and CDS Data.

**Computer education**

Basic in Computer MS Office [MS Word,  MS Excel, MS PowerPoint]

Financial Market Applications like BLOOMBERG, Thomson Reuters, Standard & Poor (S&P), Euroclear, London Stock Exchange (LSE), Clearstream, WM Date, Interactive Data (IDC), Telekurs, CREST, CDS, DTC ,Swift etc.

## Education

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| --- | --- | --- | --- |
| **Degree** | **Percentage Marks** | **College / University** | **Year of Passing** |
| T.YB.M.S |  55% | Mumbai University | 2014 |
| HSC |  68.83% | Maharashtra Board | 2011 |
| SSC |  79.83% | Maharashtra Board | 2009 |

**Personal Details**

Nationality : Indian.

Date of Birth : 26 June 1993

Gender : Male

Marital Status : Single.

Languages Known : English, Hindi, Kannda, Tulu and Marathi

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date :**

**Place :**