Nasir

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**Profile Offered:**

University graduate in Business Administration (BBA), MBA with Finance Management and International Business, having around 5 years of rich experience in various fields of Finance & Accounts and Business Management, Sales and marketing, Clients Management. I have the exposure and performance at various aspects of Accounts, Audits, Derivative & Forex Trading, Portfolio Management, Trade settlements & Global Financial Markets.

**Objective:**

Wish to work in an exemplary organization where values, vision, hard work, creativity and commitment to work are well appreciated and to effectively act as a team member of key personnel to contribute for the productive, profitable and fruitful growth of company.

**Synopsis:**

* Knowledgeable in Forex and Derivative Trading.
* Effective in handling HNI clients and managing Portfolios.
* Effective in handling confidentiality issues & quiet strict in financial matters.
* Self-starter, independent correspondence, good sourcing and communication skills.
* Excellent interpersonal, hospitality & telephonic manners.
* Knowledgeable in Accounts with well verse accounting principles.
* Good at preparing Financial Statements.
* **Key Areas of Expertise:**

\* Financial Accounting \* Auditing \* Portfolio Management

\* Forex Trading \* Clients Management \* Client meetings

\* Derivative Trading \* Tele calling \* Client Servicing

\* Personal/Business Relationship management \* Sales and Marketing

* **Academic Accomplishment:**
* **DUAL MBA (INTERNATIONAL BUSINESS)** from University of Pune, India. (**First Class**) (2014- 2015)
* **MBA (FINANCE)** from University of Pune, India. (**First Class**) (2012- 2014)
* **BBA** (Bachelor of Business Administration) from University of Pune, India. (2009-2012)
* **Professional Experience:**

1. **BNY MELLON** (10 Aug 2015 till 01 Dec 2016)

**Designation: Operations Executive (Euroclear settlements)**

* **Company details:** Bank of New York Mellon**.**
* **Nature of Business: Investment/**Custodian Bank
* **Role :**

1. **Client Servicing**
   * + Synchronizing with the Client Services & other divisions & sub-sections to resolve settlement related matters within the SLA.
     + Handling Emails from CSR related to concerns, probes and try to help them with their resolution.
     + Coordinating with the related CSR’s over calls in case of same day trades settlement and treating issues and enquiries consequently.
     + Directing the Clients about Pre-matching and Matching status of the trades in the market.
2. **Market processing &Settlement**
   * + Handling, Cancelling and Releasing trades into market by various sources such as faxes, swift messages of clients.
     + Settling all internal trades and Investigating for Market trades in Euclid and Online Creation.
     + Settling Market trades based on confirmation and updates from Euclid.
     + Cancelling, Releasing trades in Market directly through Euclid and Online Creation.
     + Checking Short positions of client as positions are pledged segregated, Transferred or Loaned
     + Settling Repurchase agreement trades on basis of confirmations from Euroclear and Clearstream
     + Releasing cross border trades of Euroclear and Clearstream in line with procedures specific for different Markets
     + Running Reports and Investigating Blank , Cross border , Securities Lending Trades
     + Investigating on items such as Cancelled too late, Settled but short, Realignment, Expired Trades, Invalid trades.
     + Calling and Sending Emails to euroclear, clearstream bank in case of issues with trades.
3. **Cash Processing and settlement**

* Releasing Currency movement for Payments and Receipts to Market within respective deadlines of the currency.
* Cancelling CM for Payment for different currency as per Deadlines of the currency.
* Settling the CM of Payment and Receipts as per the confirmation received by swift MT910, 900.
* Sending MT299 to the market for exotic currencies(RUB,MYR,THB)
* Investigating past Settlement date CM as to why confirmations have not been received.
* Performing Reconciliation on cash breaks and investigating and finding issues accordingly.
* Dispensing of Odd Cent requests sent by client for different currency.
* Running Cash Reports to settle Asian, European and Latin American currencies.
* Follow up with Euroclear for reasons pertaining to Failure for Receives and Payments.

1. **Royal Futures Consultants (Harvest Group)** (26 Aug 2014-1st Aug 2015)

**Designation: Financial Analyst**

* **Company details:** Subsidiary of Indonesian based Harvest International Consortiums.
* **Nature of Business:** Brokerage firm. (Derivative & Forex Trading)
* **Role:**
* Analyzing and interpreting the commodity derivative market and Forex to minimize the risk and maximize gains.
* Oversee the signing of any legal documents pertaining to a specific transaction.
* Acquired and maintained a portfolio of HNI (High Net Worth) clients.
* Achieved the set targets & won competitions.
* To train and advice individuals on investment decisions.
* Developed trading strategies and execute trades on behalf of clients.
* Fundamental & Technical Analysis of financial markets.
* Generating business by giving a high turnover volume to company.
* Generating customer base through tele calling and personal meetings.
* To take live trades in all major currencies and commodities (Fr eg. GOLD,CRUDE OIL, EUR/USD,GBP/USD,USD/JPY,AUD/USD,USD/CHF)

1. **Sharekhan ltd.** (01 May 2013-10 Aug 2014)

**Designation: Assistant Manager**

* **Company details:** Leading Indian Broker.
* **Nature of Business:** Brokerage firm.
* **Role:**
* Executing live market trades in NSE and BSE.
* Acquired and maintained portfolios of clients. Achieved the set targets
* To train and advice individuals on investment decisions.
* Fundamental & Technical Analysis of financial markets.
* MBA internship and project report on Portfolio management.
* Assisted manager in day to day working.
* Acting as the only point of contact between client and the company.
* Analyzing and interpreting the commodity derivative market and Forex to minimize the risk and maximize gains.
* Generating business by giving a high turnover volume to company.
* Building relationship with HNI clients by handling and reviewing their investment portfolio and seeking referrals of their status.

1. **R. I. Syed & Co.** (June 2010-Sept 2011)

**Designation: Assistant Accountant**

* **Company details: Chartered Accountant**
* **Role:**
* Worked in computerized accounts.
* Worked as a team member and participating the day-to-day activities of the General Accounting Sections.
* Participating and making monthly financial reports.
* Participating in reconciliation work of Accounts for bank, vendors, customers and submit the report to the concern authorities.
* Practicing and participating in all Accounting work such as Trial Balance, Trading Account Sheet, Finalization of Account, and Balance Sheet.
* Participate in Internal & External Auditing Session, go-through with accounts from scratch level up to finalization.
* Preparing clear and concise reports and recommendations. Submit to concerned authority.
* **Other Skills:**
* SAP FICO
* QuickBooks
* Tally 7 & Tally ERP 9
* TaxBase, GSP , CMS, Meta Trader 4
* Certified with Advance Excel Course.
* Computer literate with MS Office 2007/2010/2013/2016
* Typing and Internet skills.

**Personal Information:**

Birth Date : 04 January 1992

Nationality : Indian

Marital Status : Single

Driving License : Indian

Notice Period to Join : Immediately