Megha

[Megha.348276@2freemail.com](mailto:Megha.348276@2freemail.com)

AL Fahidi, Dubai

Professional Business Associate with good working experience in Investment Banking Settlements, Payments and Reconciliation profile.

**PROFESSIONAL EXPERIENCE:**

**Organization: Morgan Stanley Services India Pvt Ltd.**

**Designation: Cash Settlements**

**Duration: July 2016 – Jan 2017**

***Job Profile:***

* Opening up client’s account profile, Role requires trade allocation, adherence to currency cutoff and extensive investigation for timely resolution of failed settlements.
* One of the critical activity as a part of the current role requires economic details set-up in MS Internal system which helps in calculation of Equity Swaps Payment (Finance and Performance Settlements)
* The current role requires regular communication with business stakeholders and meeting up client’s requirements.
* Have been able to handle dividend related discrepancy and timely resolution for the same during dividend peak season.
* Helping my Director in any Adhoc request and timely control of volumes from time to time.
* Cross trained on multiple client pacific process which is utilized during unplanned or contingent scenario.
* Was a part of Internal System Enhancement and testing for process improvement.

**Organization: Nomura Financial Services.**

**Designation: Shared Services Operations**

**Duration: Oct 2014 till July 2016**

***Job Profile:***

* Preparing daily MIS to update flow of money to regional team’s post settlement on daily basis.
* Co-coordinating with the Cash Management and settlement team to ensure all credits and debits are made in given cutoff time.
* Dealing with amendments, recalls, back valuation and kickback of wire transfers payments.
* Preparing SWIFT messages on behalf of Network Management team to different banks and for recalling the funds paid in error.
* Processing Intra-company transfers payments.
* Sending a cutoff report to Senior Management team for multiple currencies, ensuring that there is no delay in settlement.

**Organization: JP Morgan Chase India Pvt Ltd.**

**Designation: Team Member – Global Core Cash Operations – Treasury Services.**

**Duration: June 2011 till Oct 2014.**

***Job profile:***

* Handled processing and investigation for multiple currencies for wire transfer and FX transactions for clients holding account with JP Morgan.
* Preparing SWIFT messages on PRPC.
* Handling Critical process of cancellation for high value wire payment.
* Dealing with Global Wealth Management client for the wire transaction enquiry.
* Handling “Back Valuation queries” and “Forward Valuation queries” for all currencies.
* Supporting Compliance team for further AML investigations.
* Preparing MIS reports and providing updates to the global management on daily basis.
* Handling projects for enquiry reductions

PART TIME EXPERIENE:

* Worked as a self-professionalized private tutor for 2Yrs during under graduate days
* A part time job at Mahesh Tutorial Pvt Ltd as a Supervisor and Paper corrector for 2 Yrs.

**ACHIEVEMENTS:**

* Received **Spot Awards** for continuous performance every month and best in quality and client service facility.
* Received **R & R** for process enhancement ideas and excellent client services.
* Preparing and presenting monthly **EF&L (Errors, Frauds & Losses)** for team and management.

**IT SKILLS:**

* MS office, Advance Ms Excel, Cash funding.
* Accounting applications like Tally 9.

**EDUCATION:**

2015 – **Post-Graduation Diploma in Financial Management (PGDFM)** from Welinkar Institute of Management with second class.

2011-2013 **M.com in accounting and finance** from University of Mumbai with second class

2008-2011 **Bachelor in Accounting and Finance** from University of Mumbai with distinction in Semester 5 and 6

2006-2008 **HSC** from Maharashtra board with first class

2006 **SSC** from Maharashtra board with first class

**STRENGTHS:**

* Excellent Interpersonal and Communication Skills
* Flexibility and Adaptability
* Quick learner, Confident and Proactive to work.

**PERSONAL DETAILS:**

 Date of Birth : 04/01/1991.

 Sex : Female

 Nationality : Indian

 Marital Status : Single