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|  ObjectiveToendeavorandexcelintheworkI do,enrichmy personal and professional skills through active learning and gather as much knowledge as possible, which will help me grow immensely.Skills* Advance MS Excel, MS Office, Microsoft PowerPoint, MS Outlook.
* Crisis Management, Database Management, Data Analysis, Risk Management, Project Management.
* ConflictResolution, TimeManagement, Client Servicing, Customer Service, Change Management.
* ProblemSolvingandDatabackedDecision Maker, Networking and Communication Skills.

neha.382385@2freemail.com   |

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| Neha **Project ANALYST** |

ExperienceProjectAnalystforClient- JP Morgan Chase•ACCENTURE SOLUTIONS PVT LTD • Mar 2017- PRESENT.* Identify trends and errors by conducting earnings review of assigned projects.
* Offer technical assistance to associates and represent director in task committees.
* Recommends actions by analyzing and interpreting data and making comparative analyses studying proposed changes in methods and materials.
* Handle corrections under Project Manager, Business Manager or Office Leader‘s direction to assure timely and accurate reporting.
* Evaluating and Monitoring the Overall Project.
* Create and manage reports on mapping of policy and procedure.
* Closely work with Stakeholders, Legal, LOBs, Oversight & Control, Compliance, Risk, Investor Services and others to proactively manage regulatory changes in the operations.
* Review project analysts’ work for accuracy and completeness.
* Notifying the entire Project Team about Abnormalities,Variances and Progression.
* Working on Applications such as JIRA, ELA Production, ELA SharePoint, OLO Trackers, FORSS, MFR SharePoint, Bloomberg, Client Central and GID.
* Managing Project Document, Status Report, Daily EOD Reports, Weekly Summary Reports and Closure Reports.
* Support project management phases such as planning, execution and result monitoring.
* Lead initiatives and special assignments on Division’s behalf.
* Manage project aspects such as work plan guidance to project team and monitor quality assurance of project implementation.

ProjectAssociateforClient -LPLFinancialServices (Governance, RiskManagement, andCompliance) •ACCENTURESOLUTIONSPVTLTD• May2016- March 2017.* Review and Analyzing of legaldocumentstoensuretheaccuracy&completeness, riskinvolvedinapprovingthedocumentssent bytheadvisors.
* Creating, Managing and Disbursing Reports related to Project.
* Monitorsocial media compliance,public appearances of research analysts, trade runs and exception reports.
* Audit accounts for suitability and excessive commissions and Reviewed all marketing material.
* Assistingonline compliance training for brokers and Handling all Compliance related work of the Advisors.
* Working on various Reports such as Restricted Discretionary,Data Retrival etc.
* Trains and mentors teammates, Providing support and assistance to the Team Manager,Team Leader.

Process AnalystforClient CITI Mortgage•TataConsultancyServicesPvt. Ltd.•Dec 2013-Apr 2016 • * Daily communication with attorneys to update files that are in legal process.
* Database Management, Updation, Maintenance & Generation of reports related to Process and Research payments.
* MIS Report to allow for smooth operations and easy system maintenance.
* Perform Quality checks for associates and prepare reports.
* Perform Data Analysis for generation of Periodic reports.
* Preparation of Monthly Performance statistics PPT presentation.
* Preparation of MIS Reports, KPI Reports, Performance Score Card.
* In Charge of New Updates Training sessions and also for New Associates.

MutualFundTransactionProcessor. StateStreetSyntelServicesPrivateLtd. • Apr 2012-Oct 2013* DealingwithMutualFundTransactions.
* Preparation of MIS Reports, KPI Reports.
* IncludesworktypessuchasRedemptionofshares.
* Investments, Switch, Conversion, Trout, Trfin.
* WorkedonSystemslikeFast, Awd10, Awd02, DualInput, Plex, RonandKana.
* In Charge of new associates Process Training.

EducationBCOM • 2012 • ThakurCollegeHSC• 2009 • St. XaviersJuniorCollegeSSC•2007 •St. Xaviers High schoolVolunteer Experience or Leadership* Achieved Syntel champ award for good productivity & quality work.
* Achieved Smart award for outstanding performance.
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