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| Objective ToendeavorandexcelintheworkI 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](mailto:neha.382385@2freemail.com) | |  | | --- | | 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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