**RESUME**

**SHILLY**

**Email :** [**shilly.383687@2freemail.com**](mailto:shilly.383687@2freemail.com)

**Work Summary:**

* 18 years of progressive work experience primarily in Financial Industry
* Possess capability to make decisions where precedents are not established.
* Hands on experience of using diplomacy and discretion while handling confidential information.
* Proficient in Microsoft Office Applications, Bloomberg and other customized software applications.

**Key Skills and Expertise:**

* MIS – Report Preparation, Analysis & Database Management
* Data Presentations for Management, Corporate and Sales Team
* Vendor Management and Budgeting
* Adhere to requirements of Audit and Compliance, taking care of voting policy process
* Secretarial Role – Calendar Management, arranging meetings, Recording Agenda and Minutes of the meeting, Client-Corporate Relations, Travel Function, Expense Reporting and Office Administration

**Objective:**

I intend to build myself a career with a leading organization with committed & dedicated team members, which shall give me acumen to provide better output and enhance my potential.

**Professional Experience:**

**I)** Company : **Aviva Life Insurance Company India Limited**

Period : April 2012 - till date

Role : Senior Executive to Director and Chief Investment Officer

Level : Manager

**Main Responsibilities Involved:**

* Preparing, Maintaining & Tracking fund performance for both equity & debt for analysis purpose & also for presenting it to the Board / Committee.
* Generating Attribution Report through Bloomberg to analyze the fund performance vis a vis benchmark either through sector / stock selection.
* Assimilating data & making presentations & charts for Board Reviews & for Other Top Management Reviews (Investment Committee, Business Tracker, ALCO & EXCO).
* Report generation to track movement in Asset Markets, Fund Turnover Ratio, Net flows, Exposure of Insurance Funds in Equity, Bonds, G-Sec & Money Market within peer group & maintaining database for compliance purpose.
* Presentation on Macro Data which includes Global Indices Movements, Currency Movements, Trade Deficit, Sectoral Performance, Commodity Market and FII flow chart.
* Audit queries & other compliance requirements are taken care as per requisite.
* Tracking earnings estimates & providing quarterly consensus across holding companies & maintaining database like Earnings Call Transcript, Quarterly Reports etc.
* Voting Process to be adhered to within time frame by taking recommendations from Market Research on Investee Company & coordinating with Mid-office, Voting Committee & Custodian to cast vote for AGM / EGM / PB.
* Vendor Management – Right from vetting of agreement for new vendor by coordinating with compliance, ensuring payment release on time while adhering to the set rules, issuance of TDS Certificate and preparing yearly vendor budget statement taking into consideration Inflation, tax structure and cross currency uptick.
* Providing Secretarial support to CIO and Fund Manager - scheduling and maintaining calendars for CIO and Department Heads, Administrative support to team like Travel, IT, Expense management & coordinating with Media spoke person for Media interactions with Business Channels and Print Media.

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| **II)** Company : **Prabhudas Lilladher Pvt. Ltd.,**  Period : Feb 2010 to April 2012  Role : Executive to Jt. MD’s  Level : Senior Executive  **Main Responsibilities Involved:**   * Provide Support to MD by providing financial data and reports for corporate and client meetings through Bloomberg and other integrated software * Presentation for the departmental monthly reviews & Self Correspondence * Procure data from various departments, collate it and present it to MD’s for board meetings & inter departmental meetings. * Co-ordination with Travel Desk for travel arrangements both domestic and international for Directors including their visa processing and travel insurance * Maintaining database of the clients in outlook for reference purpose and self correspondence * Coordinating with various vendors & clients, interdepartmental co-ordination etc |

**III)** Company : **M/s. Motilal Oswal Securities Ltd.,**

Period : Aug 2006 to Dec 2009

Role : Executive to CMD & Senior Vice - President

Level : Executive

**Main Responsibilities Involved:**

* Preparing Monthly MIS reports on performance scoreboard vis a vis specified monthly target from the integrated software database
* Preparing Quarterly MIS reports & setting action plans/ targets for the forthcoming quarter
* Preparing Daily Product wise & Zone wise MIS report to verify the achievement result for set targets and productivity per associate.
* Maintaining and updating the entire Client Database for ready referral for Management
* Self Correspondence, preparing Agenda and Minutes of the Meeting, Inter Department coordination with travel desk, IT, Accounts, Compliance for day to day activities
* Providing financial data to the directors for attending the seminars conducted by the Exchanges/ financial institutions.

**IV)** Company : **M/s. Hindustan Apparel Industries**,

Period : Feb 2001 to Aug 2006

Role : Executive to Managing Directors

Level : Executive

**Main Responsibilities Involved:**

* Handles and executes the decision taken by the management on Administrative Aspects like Preparation & Amendments of Agreements, up gradation of the computer system as per the existing trend in the market, implementation of new integrated software for better productivity, Preparing purchase orders for Machineries imported at different factory outlets and follow-up of the same till installation.
* Preparation of MIS reports, Self Correspondence, Agenda & Minutes of Management Meetings, Travel Arrangements etc
* Preparing Presentation for seminars, management meetings, departmental meetings etc
* Managing partners personal fund portfolio by updating the performance by coordinating with different Fund Managers and providing status report on investments for quick action.
* Maintaining Partners Personal Accounts up to finalizations.

**V)** Company : **M/s. Shri Navdurga Ltd.,**

Period : Nov 1998 to Jan 2001

Role : Accounts Assistant

Level : Assistant

* Handled mainly Accounts related work including preparation of Invoices, follow-up with the vendors, Payment releases, helping senior associates in their day-to-day matters, maintaining partners personal day to day accounts and petty cash for different sister concerns.

**Educational Qualification:**

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| **Degree** | **Institute/University** | **Year of passing** | **Grade** |
| **MBA – Finance** | ICFAI | 2011 | 2nd Class |
| **Diploma in Business Administration** | Mulund College of Commerce | 1998 | 1st Class |
| **B.Com (Accounting & Finance)** | Model College - University of Mumbai | 1996 | 2nd Class |

**Computer Proficiency:**

Operating System Windows 2007, XP, Vista

Tools MS – Office all Packages

Software Oracle, Bloomberg, Capital Line

**Certification:**

* **National Stock Exchange’s** Certification of Financial Markets (NCFM) in Commodities Market Module with 72%
* Certification Course from Davar’s for Shorthand – 80 w.p.m.
* Certification course in Tally & MS Office
* Bloomberg Training

**Work Strength:**

Experience in top-level management with proficiency in computer packages combined with acumen to manage multiple tasks and produce timely results. Highly versatile, independent & ensure high level of confidentiality & job proficiency in shortest span of time.

**Personal Details:**

Date of Birth : May 20th, 1976

Marital Status : Married (Husband works for VFS Tasheel – Dubai)

Language Proficiency : English, Hindi, Marathi & Malayalam

**Passport Details:**

Date of Expiry : 13/02/2022

Place of Issue : Passport Office – Thane (Maharashtra)

**Declaration:**

Given an opportunity to work in your esteemed organization, I assure you of my commitment to meet the company’s requirements.