

**SHRUTI**

**Dubai, United Arab Emirates**

**CAREER & JOB OBJECTIVE**

To pursue a challenging career in a reputed organization that will enable me to put in my best effort to advance along with the firm.

Preferable in finance sector, finance analyst, Relationship Manager and Qualtiy Checker.

**WORK EXPERIENCE**



**January 2018 To December 2019 ATOS SYNTEL Pvt. Ltd**

Company Profile: A multinational provider of integrated technology and business services.

**Senior Associate (Quality Checker)**

Role:

* Placing Redemption,Subscriptions,Transfers and switch instructions for Individual as well as Corporate clients.
* Ensuring completion of assigned tasks on time.
* Working as a backup and assigning tasks to team members.
* Quality checking of completed tasks before they go through trade cycle.
* Solving queries of team members with regards to processing transactions & BAU tasks.
* Working on DMD Input/Output [AML letters and DMD vetting].
* I am part of document management division wherein we analyse client’s instruction and push it to concerned department for processing.
* DMD is first department in trade cycle.
* Processing clients redemption instruction under Money out process.
* Money Out process successfully migrated to ease the redemption process.
* Currently serving under Investor services department.
* We also analyse client’s legal status detail as per UK regulations for each investment to avoid money laundering.
* Ensuring completion of assigned tasks on time
* Working as a backup and assigning tasks to team members
* Quality checking of completed tasks before they go through trade cycle.
* Calculation of processor requirement for BAU tasks.
* Timely training of team members on procedure and system updates.



 **October 2016 To June 2017 EDELWEISS Financial Service.Ltd.**

Company Profile: EDELWEISS Financial Service.Ltd.

**Junior Associate**

Role:

* Originated, reviewed, processed, closed and administered customer loan proposals.
* Managed Top Channel partners in Mumbai.
* Empanelled new Channel Partners, Trained and Generated Fresh Business.
* Consistently contributed to an average of Rs.1.5 CrBusiness per month.
* Consistently Maintained Higher IRR.
* Cross sell of insurance in 80% of the cases.

**ACADEMIC PROFILE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALIFICATION** | **YEAR OF** | **BOARD/** | **INSTITUTION** | **GRADE OF MARKS** |  |
|  | **PASSING** | **UNIVERSITY** |  |  |  |
|  |  |  |  |  |  |
| MBA | 2016 | MUMBAI | PILLAI INSTITUE OF MANGEMENT STUDIES | GRADE O |  |
| (FINANCE) |  | UNIVERSITY | AND RESEARCH |  |  |
|  |  |  |  |  |  |
| BCOM | 2014 | MUMBAI | RAMCHAND KIMATRAM TALREJA | GRADE O |  |
|  |  | UNIVERSITY | COLLEGE |  |  |
|  |  |  |  |  |  |
| HSC | 2011 | MUMBAI | SOUTH INDIAN CHILDREN | GRADE B |  |
|  |  |
|  |  | UNIVERSITY | EDUCATON SOCIETY COLLEGE |  |  |
| S.S.C | 2009 | MUMBAI |  | GRADE B |  |
|  | CARMEL CONVENT HIGH SCHOOL |  |
|  |  | UNIVERSITY |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |

**ACHEIVEMENTS**

 1 SYNTEL CHAMP IN MAY 2018.

 2 SPOT RECOGINATION.

 CLIENT APPRECIATION FOR TIMELY DEAL CLOSING.

**T SKILLS**



MS OFFICE (OUTLOOK, EXCEL, POWERPOINT, WORD).



TALLY ERP.



PHOTOSHOP

**PERSONAL DETAILS**

Date of Birth

Languages Known

Hobbies

Marital Status

Nationality

Personality Traits

Visa Type

Email: [shruti-397075@gulfjobseeker.com](mailto:shruti-397075@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

: 6th November 1993

: English, Hindi, Marathi and Malayalam

: Travelling, Dancing, Listening Songs.

: Single

: Indian

: Dedicated, Hardworking, Sincere, Confident, Determined.

: Visit