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| [Nidhi.209020@2freemail.com](mailto:Nidhi.209020@2freemail.com) |

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***Career Objective***

To function in a growth oriented organization that offers adequate challenges for career growth & grow professionally and personally with integrity & ethics.

***Core Competencies***

* Good knowledge and working experience of Custodian operations in Mutual Fund internal reconciliations auditing.
* Good Knowledge of Microsoft Office.
* Well Experienced in Tally ERP. 9

***Career Outline***

*Company:***HSBC Middle East Limited**

*Duration:* **June 2015 – January 2016**

*Designation:* **Back Office Support**

**Roles & Responsibilities:**

* Helping senior RM with relationship on daily basis.
* Administrative support for all data entry on daily basis with MS Excel.’
* Preparing Export Documents, Letters etc.
* Bank Reconciliation Statement.
* Handling checks and daily check reconciliation statement.
* Operating Computer and Internet, receiving and replying emails.
* Excellence in providing comprehensive secretarial and administrative support to colleagues.

*Company:***HSBC Middle East Limited**

*Duration:* **April 2014 – September 2014**

*Designation:* **Wealth Operations Officer**

Worked on a migration project in WMO Department.

Following up with advisors, fund providers and perishing for the same.

Using various application and software related to banking such as HSBC’s Core Banking System, Scanning System, Investment System and Sales Management System.

**Roles & Responsibilities:**

* Creation on wealth customer accounts on HUB.
* Maintenance of wealth customer accounts.
* Updating of various details.

*Company:***TATA Consultancy Services**

*Duration:* **September 2011 - December 2013**

*Designation:* **Process Associate**

**Roles & Responsibilities:**

* Filling Fares in Farex System (System of Abacus International Pte Ltd).
* Updating routings to fares.
* Updating and creating rules.
* Attaching rules to fares.
* Updating stopover to fares.

*Company:***StateStreet Syntel services Pvt.Ltd**

*Duration:* **May 2010 – November 2010**

*Designation:* **Team Member**

Worked for one of the largest custodian bank in the U.S. State Street Corporation and internal auditing.

**Roles & Responsibilities:**

* Proof preparation and reconciliation of US Mutual Funds & Monthly Auditing of Financial Records of US Mutual Funds.
* Catering to the big client in mutual fund market like Citigroup Legg Mason New York, Calvert, Nuveen, Frank Russell, Van kampen, Sun America, Met Investors, Charles Schwab, AIG.
* Researching differences found while reconciling General Ledger & Sub Ledger with the help of MCH Multicurrency Horizon.

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| Degree/Course | Board/University | Year |
| S.S.C - 10th | R.C.Patel High School | 2004 |
| H.S.C 12th | Maharashtra board | 2006 |
| B.com (Major in Accounting & Finance) | Mumbai University | 2009 |

***Educational Qualification:***

***Personal Development:***

* Well-developed communication skills (spoken and written).
* Self-Correspondence, English Typing With Speed of 25-30 W.P.M.
* Hard working, ready to work under pressure, excellent quality to learn and improve.
* Team player with a natural penchant for interacting with people
* Excellent customer service skills.

***Personal Details:***

* Date of Birth : 21st March, 1987
* Marital Status : Married
* Languages Known : English, Hindi & Marathi.
* Visa Status : Husband Visa