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**Professional Overview**

Experience in MIS Analytics, Project Management, Customer Service, Record Management, Banking & Financial services industry. Delivered quality vocation and seeking managerial assignments in operations, coordination and Client Relationship Management with reputed organization.

**Professional Experience**

**JP Morgan Services India Private Limited – Operations Analyst (Asset Management)**

**(Jan 2010 – Till date)**

* Managing Receipt vs Payment desk which is responsible for Purchases (i.e. incoming shares)
* Coordinating different brokers & money managers.
* Investigating Fails with different groups & resolving it.
* Analyzing Asset Breaks/Cash Breaks & reducing the number of breaks to zero on the daily report.
* Creating & accepting shares which do not get auto settle in the system.
* Reconciliation of trades and accounts.
* Portfolio Management
* Liaison between Trades received from Brokers/Money Managers to set up trades in our in house Mainframe system.
* Sending trades to process on time with accurate details so that the trades get settled with 100% accuracy.
* US treasury trades – Prioritizing US Fed trades as they are critical due to the new FED regulations.
* Adhering to all market cutoffs since we deal with the different markets.
* Preparing daily MIS reports and sending it to onshore team.
* Documenting and updating Standard Operating Procedures.
* Database and statement management.
* Linking and restricting Client documents as per the request.
* Placing orders for Check books/Deposit slips/Stamps as per Client’s requirements.
* Preparing daily team statistics as well as weekly and monthly MIS.
* Responsible for maintaining Client Confidentiality at all times.
* Coordinating with Off shore team for process updates
* Setting up of statements and confirms on various private banking platforms.
* Placing the address on hold mail if required.
* Handling Client Escalations

**Projects/ Initiatives:**

* Data Quality – Clean-up/ updating information to maintain accurate data.
* Worked on linking & de-linking of statements.
* Coached and mentored new joiners in the team by providing them with feedback and performing quality checks.
* Identified the risk areas involved in the process where the client could have been impacted and implemented a control for the process which increased efficiency and reduced errors.
* Implemented a process improvement which has reduced the time (from 3 hours to one hour) been taken to complete the particular task and also streamlined the process so that it functions smoothly and error free.

**M/s Vakharia & Co - Inter Bank Dealer (Foreign Exchange Broker)**

**(May 2008 - Dec 2009)**

* Dealing in Forward swap, Outright Swap in Foreign Exchange.
* Sharing the Dollar rupee & forward intraday movement with bank dealers.
* Providing spot/forward quotes to bank dealers.
* Calculating Cash/Tom, Tom/Spot on basis of call money.
* Confirming the deals with bank dealers in timely manner.
* Reconciling trades traded at the end of the day for record purposes.
* Ensured contracts sent to the respective banks.

**Jay Bhavani Metals Pvt. Ltd - Account Assistant**

**(June 2006 – July 2007)**

* Reconciliation of accounts.
* Maintained and updated accounts of the company on a software Tally.
* Preparing and maintaining Sales & Purchase bills of the Company.
* Prepare client bills and trackers on regular basis.
* Ensuring proper fees are billed to clients based on agreed cost matrix and estimates.
* Co-ordinate with clients, account managers and inter-department executive for handling billing queries and concerns.
* Interacting with the accounts receivable team for any additional task as per the client requirement.
* Suffice with audit requirements for billing.

**Personal Information**

**Date of Birth :** 19th Aug 1984

**Nationality :** Indian

**Marital Status : M**arried

**Qualification :** MBA, Symbiosis University (Pune). Specialization – Finance. - 2013

**Languages Known:** English, Hindi, Marathi and Konkani.

**First Name of Application CV No:** **1672428**

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