

SUMMARY

A smart and detail-oriented professional committed to the teamwork that leads to an organization's success. Focused on continual professional and personal growth, including the improvement of business and economic knowledge.

WORK EXPERIENCE**Credit Suisse****July 2020 – Oct 2022****Exempt Non-Officer – Managed & Wealth Solutions COO Support**

- Perform pre-trade validations for Derivatives trade deals. Complete intraday processes including completeness & reconciliation checks to ensure capture of new trading activity & general book management has been processed accurately
- Update & maintenance of Private Placement dashboard for post-trade checks ensuring all controls are diligently performed, completed & signed-off on a timely basis
- Perform testing & due-diligence checks on Bond issuers approved for investment purposes with maintaining information systems
- Prepare & distribute presentations to the clients on clients' portfolio holdings related to Listed Derivatives
- Review selling restrictions that override transactions related to Mutual Funds and Hedge Funds
- Invoicing of Impact Advisory Fees & Trailer Fees to Fund Managers for Private Equity Fund & Money Market Fund
- Monthly YTD reporting & provide sign-off for semi-annual attestation of Impact Advisory Fees to the Finance team
- Prepare quarterly reports on financial stats (e.g. Total Assets, Direct Revenue, AUM, etc.) for the Family Office clients distribution
- Handle client on-boarding formalities by liaising with internal teams (e.g. Form Governance, Operations, Compliance & Risk teams)
- Perform reconciliation on marketing materials, client engagement letters, compliance approvals for Private Label Funds structuring
- Work with IT for SymAsia's donor's contact details report extraction & perform quarterly reconciliation on the same by reviewing the SymAsia's regulatory reports & Designated client account status for Internal Audit purpose
- Prepare, review & take final sign-off for the Credit Suisse-SymAsia SLAs with the firm's internal departments/functions
- Conduct new referrals management & fee validations for life insurance client deals
- Analyze, evaluate & validate required KYC information on business banking clients. Provide next-steps recommendations to KYC management & interact with bankers to obtain required KYC information
- Generate, reconcile & review the Flat Fee setup confirmation letters to Wealth Solutions clients
- Monthly reconciliation of Front-Office employees' voice recorded lines on firm's communication channels. Raising/approving voice recording requests for non-recorded voice lines with management approvals in-hand for First-Line of Defence Support initiative
- Act as Divisional/Functional Representative Chaser to assist in the management, reconciliation & tracking of various financial regulatory, product licensing, front-office staff's development and firmwide compliance trainings. Senior management reporting with detailed statistics/metrics that support trainings for First-Line of Defence Support initiative
- Perform annual desk manual review with setting-up process framework, stakeholder management & take final sign-off on the firm's system as a part of Business Risk Management initiative
- Act as a primary point of contact for key business partner meetings (e.g. Finance, Markets, Risk, Product Committee, etc.)
- Provide process trainings, mentoring & business coverage for the team members

MSCI**July 2019 – Nov 2019****Analyst - Property Fund Index**

- Handle end to end data processing for the funds assigned. Prepare client reports containing fund performance & valuation numbers
- Address client queries related to funds, analyze and amend in accordance with standard procedure. Provide be-spoke analysis if/when requested by clients & focusing on client servicing
- Support broader team on coordination, data compilation and other tasks that help debottlenecking the process.
- Ensure full compliance to process, quality and agreed timelines.
- Post client approval, releasing the property funds on the index & then preparing benchmark reports for clients

Morgan Stanley**July 2017 - May 2019****Analyst – Prime Brokerage Capital Introductions**

- Updating & maintaining PB roadshow/mandate details & Hedge Fund client details in the firm systems
- Preparing client engagement reports & pre-meeting notes for client distribution & internal business requirement
- Monthly maintenance of NAV letters for Hedge Fund clients
- Facilitate client on-boarding process & providing client/investor services in co-ordination with Operations, IT teams
- Research corporate actions & take necessary steps to realign firm systems/reports. Keeping contact repository database updated with Hedge Fund clients' & investors' contact moves, departures, mass address & telecom changes, etc.
- Send weekly client meetings reminder & calendar/report to the team
- Send invites to the investors for Hedge Fund forums. Tracking/reporting to the team regarding number of registrations
- Curate & distribute Hedge Fund content with research summaries on different sectors/industries/countries/themes comprising market exposure, performance & leverage stats to the clients

SUMMER INTERNSHIP**Bonanza Portfolio Ltd.****May 2016 – June 2016****Intern – Financial Planning & Wealth Management**

- Acquired clients for financial planning. Preparation and execution of financial planning for retail clients.

- Organized financial planning seminars in corporate & cold-calling for lead generation.
- Provided advisory services into various instruments like insurance (life & non-life), MF, PMS.

SKILL SETS / COMPETENCIES

- Soft Skills:** Interpersonal and Communication skills
- Technical Skills:** Microsoft Office & Microsoft 365 suites (Advanced Excel, Word, PowerPoint, Outlook, Access), SQL, VBA, Python (basic), Tableau, Bloomberg, SharePoint
- Managerial Skills:** Planning & Organizing, Problem-Solving, Decision-Making, Time Management, Stakeholder Management, Risk Management, Training, Mentoring, Team Player

EDUCATION

Qualification	Institute	Board / University	Year	% /CGPA
PGDM - Finance	St. Francis Institute of Management & Research	AICTE	2017	72.21%
B. Com	Royal College	University of Mumbai	2014	76.14%
XII	Royal College	Maharashtra Board	2011	71.17%
X	St. Xavier's High School	Maharashtra Board	2009	86.00%

Key MBA Electives

- Security Analysis & Portfolio Management
- Fixed Income Securities
- Derivatives & Valuation
- Financial Planning & Wealth Management

Certification

- Certificate in Bloomberg Essentials, Corporate Finance Institute, 2020
- Certificate in Risk Management, ELC, 2020
- Certificate in Fundamentals of Credit (Credit Analysis), Corporate Finance Institute, 2020
- Certificate in French for Beginners, Cursa, 2020
- Certificate in Alternative Investment Industry, SFIMAR, 2017
- Certificate in Basic & Intermediate level of MS-Excel, SFIMAR, 2016

PROFESSIONAL ACHIEVEMENTS & EXTRA-CURRICULAR ACTIVITIES**Achievements & Positions of Responsibility**

- Optimized sales & operational efficiency through innovative thinking, process improvement, system enhancements & best practice sharing at Credit Suisse, MSCI & Morgan Stanley
- Appreciated & recognized by senior management for highest insurance referrals set-up for the month of Apr-May 2022 & Feb 2021 (since the start of pandemic) at Credit Suisse
- Appreciated & recognized by senior management for highest & various tasks assigned from different business lines in a very short period of time since joining the firm at Credit Suisse
- Participated & volunteered for team building sessions/corporate events at Credit Suisse, MSCI & Morgan Stanley
- Class Representative of PGDM-Finance (Year 2016-17) & Placement Leader (Year 2015-17) at SFIMAR

PERSONAL DETAILS**Date of Birth**23rd December 1993**Areas of Interest**

Financial Markets, World & Current Affairs, Technology

Languages Known

English, Hindi, Marathi, Konkani, French

Preferred Location

Mumbai

Address

Flat no.13, Highway Tower CHSL, Saikrupa Complex, Kashimira, Mira Road (E), Thane - 401107