Snehal Yadav

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**OBJECTIVE:**

To associate myself with a professionally driven esteemed organization by pursuing a challenging, dynamic, responsible, and rewarding career and applying my professional experience, skills and enthusiasm in a position for career growth in the industry.

**CURRENT WORK EXPERIENCE:**

**JP Morgan Chase (Feb 2019 – till date)**

* **Custody and Fund Services Middle Office – Transaction Processing Specialist ( – Team Leader (Feb 2019– till date)**

1. Responsible for end to end process management & flawless delivery of CFS Middle Office FX processing.
2. Publishing of weekly KPI's & KRI's and identify and track reasons for deviation from agreed levels, also ensure follow up for all ageing items.
3. Managing all Exceptions and handholding to closure.
4. Working with associates to ensure regular communication is maintained.
5. Play a key role in Audit reviews and checks.
6. Assist in preparing and implementing Business Continuity Plans.
7. Processes research/investigations on appropriate systems to operations.
8. Having knowledge of product features and benefits.
9. Work in partnership with the team to ensure effective handling of instructions on timely manner.
10. Provide support and work with seniors at bringing process improvements.
11. Act as back-up for peers in Trades Operations.
12. Following procedural changes and ensuring new initiatives are adhered.

**PREVIOUS WORK EXPERIENCE:**

**Deutsche Bank (Apr 2013 – Jan 2019)**

* **Credit Portfolio Strategies Group (CPSG – Loans & CDS Product team) - Senior Analyst (Dec 2015–Jan 2019)**

1. Working with Credit Portfolio Strategy Group (CPSG) responsible for producing Daily T+1 P&L and risk reports for trading desk for CDS & Loans from Risk Engine system.
2. As a book runner ensuring accurate and timely production of daily P&L, attribution analysis and month-end T+1 P&L.
3. Providing daily commentary and variance investigation to Desk, Front Office traders and senior Finance managers of CDS & Loans task independently and delivering the same in its required time.
4. Liaise with the trading desk to explain risk and P&L move and obtain trader sign off.
5. Identifying areas of improvement and implement new procedures or to change existing process flows to ensure tight controls front to back.
6. Ensuring the implementation of key controls across prime business including P&L analysis & commentary, P&L sing off, risk reporting and month-end process.
7. Looking at the adhoc request.
8. Created KOP and updating it to bring in controls and streamline to process plus to eliminate the waste.
9. Have been effective team member counted upon to fulfill & carry out task of daily activity & adhoc queries in event of absent team members and try best to deliver within deadline along with additional work.
10. Monitoring work of team members and training them.
11. Giving training along with daily production to new team member and raised all the necessary accesses plus assisting with break investigation.
12. Provides Week on Week analysis and commentary to onshore.
13. Working on systems: Dart, FDR, LEMG, Risk Engine, CDW uploading web application, Opal for PIP uploading.
14. Lots of effective interaction with FD’s, business heads, traders, on shore, middle office, Manila team, Dart IT, Central team etc has helped to build a good rapport in getting timely & prompt response.

* **Debt Security Accounting Services (DSAS – Bond Product team) - Analyst (Aug 2014– Nov 2015)**

1. Performs reconciliation between front office system and the back office P&L systems, this reconciliation pertains to all P&L activity including valuation of positions, cash balances, coupon, funding and provisions.
2. Have the knowledge of trade information, process flows between different departments within the bank (Front Office, Operations and Financial Accounting departments).
3. Liaise with Front office and other end users as to process development and other ad hoc queries.
4. Reconciliation of general ledger & Month End processes involve the closures of books on the given time frame.
5. Owing the responsibility of any issues that arise from the day to day and monthly processes with a view to resolving these in an efficient and timely manner.
6. Analyse, explain and validate P&L according to market moves, new trades and other influences.
7. Assisting & carrying out the UAT testing – Commercial Deposit/Commercial Paper, Daily processes (Dare-sub ledger new links).
8. Under taken the remote testing (BCM) by visiting Vashi office due to critical work being performed.
9. Working on Systems like Bloomberg Terminal, DBT, Sub Ledger (Dare & Espear), General Ledger (SAP), DTE-FISS, Query Reporter, SSR, & Bloomberg Browser.
10. Performing Reconciliation on account lines held at Inter (between separate legal entities within same organization) and Intra Company level (different groups within same entities).
11. Travelled to Bangalore (28th Sep 2015 to 10th Oct 2015 & 28th Oct 2015 to 7th Nov 2015) for supporting Process Migration & given training on daily and month end task to new team members of Bangalore.
12. Have cross train the Trainees along with daily and Month End task, assisting them on Break Investigation & also monitoring their Month End and Daily task.

* **Equity Security Accounting Services (ESAS – Equity Product team) - Analyst (Apr 2013 – Jul 2014)**

1. Have gained knowledge about the types of trades, different types of Settlements and internal trades.
2. Netting Reconciliation: To ensure Net trades sent into DB from exchange are accurately reflecting and matching with gross trades books in the front office system.
3. Bot Reconciliation: Recognizing Fail, Pending & Settled trades and resolving the breaks by coordinating with Settlements & IT team if there is any difference like Position & Balance or the Status of the trade in system.
4. FX Reconciliation involves reconciliation of position and balance of FX trade between front office system and back office system.
5. Month End processes involve the closures of books on the given time frame.
6. Working on systems like Sub Ledger (Espear), FX System RMS, General Ledger (SAP), LCH Exchange link, SSR Nostro System, CREST GUI, Access Database, Web Application, and Humming Bird.
7. Performed Daily & Month-end Task, Supported Migration by teaching Daily & Month-end task to new Team Member of Bangalore.
8. Have cross train the trainee along with Daily & Month-end work, assisting them on Break Investigation.
9. Raising accesses for New Team member & also monitoring their Daily as well as Month-end Task.

**Morgan Stanley (Mar 2012 – Jan 2013)**

* **Trade Reconciliation Support (Cash Equity team) - Analyst (Sep 2012 to Jan 2013)**

1. To reconcile daily position breaks with help of ERREC, TAPS & EQS tools which need to be thoroughly investigated for root cause, to resolve and categorize in the ERREC by 9.30AM NYT market open.
2. Processing Foreign Balance Order which involves international equity desk executing & comparing trades of Pink Sheet Ordinary stock in the New York OTC market, but have to settle them in local market - tools used are TAPS, On-Demand, EQS, Smart Search & SAFE.
3. WorkQ Event Reconciliation involves monitoring of trade bookings and position in various systems and provides efficiency gains & reduces exposure plus assigns different tasks to responsible team.
4. Reconciliation on FX T+1 to prevent PnL on FXs done on previous day, tools used are PASSPORT, ERREC, TAPS & ICEMAN.
5. Fails Monitoring which involves working with settlements and Counter Party to match and amend trades that are failing to settle post settlement date & minimizing risk to firm.
6. Reconciliation of PnL breaks which involves of research & identify the source of PnL breaks reported by the controllers, then to liaise with appropriate group to resolve the same.
7. Reconciliation on FX T+0 to minimize risk in FX transaction done by international cash desk by comparing received from trades with actual in ICEMAN tool.

* **Trade Support (Cash Equity team) - Analyst (Mar 2012 to Aug 2012)**

1. Pre-matching trades which involves telecommunication & e-mail communication with Brokers associated with Morgan Stanley. Resolving breaks by investigating how trade was reported, when it was sent. Reporting breaks to trading desk and delivering solution in timely manner so that trade could settle within its trade cycle and before the cut-off time.
2. Acquired in-depth understanding of risk factors of every market, functioning and operational factors post trade execution as process requires working closely with trading desk and settlement teams for resolving trade breaks in terms of discrepancy that would arise on trade
3. Achieved good credibility in team by working with due diligence, understanding risk quotient and delivering solutions in timely manner
4. Delivered high-end performance with professional attitude. Trained new team member on the process; at the same time show a keen interest in learning new things. Always passed-on new information, knowledge within team. Have always worked towards process improvements and reducing risk by discussing new ideas within the team, also encouraged team member to come-up with ideas for better work-flow.
5. Work on an exceptional basis for settlement of trades which has helped organization to reduce the risk of failing trades and also to deliver the promise to the client by settling trades within the time framework of respective market.

**Kotak Securities Ltd (Jun 2009 – Feb 2012)**

* **Operations & Support Teams - Executive**

1. My role includes placing equity & derivative trade orders on customer’s confirmation & provide trade recommendation as per company’s research team to generate revenue.
2. Handling Off-Market Share transfer.
3. Resolving customer’s issue, taking initiatives to rectify & the same shall not repeat again. Coordinating with multiple departments for providing appropriate information to customer via email or telephonic communication & solving their FAQ’s.
4. As a senior executive my role is to provide floor support &handling a team of nine members. Providing assistance & guiding team member to provide accurate information to customers about their trading & demat account.
5. Assisting branch employees.
6. Training new members.
7. Maintaining resolved-rejected updation data.

**ACADEMIC QUALIFICATIONS**

* Mcom (Master of Commerce) – Mumbai University - Tolani College of Commerce - passed with First Class in 2011.
* Bcom (Bachelor of Commerce) – Mumbai University - Tolani College of Commerce - passed with 78% in 2009.
* Maharashtra State Certificate in Information Technology (MS-CIT) - Maharashtra State Board of Technical Education Mumbai (MSBTE) – passed with 88% in 2006.
* Higher Secondary Certificate – Maharashtra Board - Tolani College of Commerce - passed with 71% in 2016.
* Secondary School Certificate – Maharashtra Board - The Little Flower High School, Maharashtra - passed with 68.26% in 2004.
* Dec 2013 - NISM VII (Securities & Risk Management).

**KEY SKILLS AND COMPETENCIES**

**Professional**



* Having a thorough understanding of investment disciplines. Data maintenance & accuracy.
* Computer Proficient in MS Office, Windows, Internet.
* Proficient in working on Excel.

**Personal**

* Able to work well under pressure, priorities workload and work to achieve deadlines and can work on own initiative.
* Highly motivated with a positive attitude. Reliable and punctual. Passionate about the world of financial investments.

**ACHIEVEMENTS**

* Awarded with Kotak Securities Excelerate - Operations & Support Teams - Quarterly Achievers (April-May-June ) 2011.
* Recognized by Spot Award for Month of July 2013 for performing daily process effectively - Deutsche Bank.

**Extracurricular Activities:**

* Represented Tolani College at inter collegiate Sports and Tournaments, Mumbai University awarded 3rd Prize in Judo 2004-05 to 2008-09.
* Awarded Sports Championship at Tolani College 2008.
* Active member of all committees in Tolani College wiz ELA, NSS, College Fest, & etc.
* Twice have attended teaching of Maths & hindi in Dharavi school of SSVM organized by DBC.
* Active member of Deutsche Bank sports committee.
* Awarded Silver Medal for Inter Department Deutsche Premier League (DPL) - 2013.
* Awarded Gold Medal in Inter Department Cricket Competition of DPL - Dec-2014.
* Participate in the Stepathlon event. (2014 & 2015).
* Have won women football tournament, participant of Cricket tournament, table tennis, Dart (2016).
* Awarded Silver Medal in Women’s Inter Department Cricket Competition of DPL - 2018.

**PERSONAL DETAILS**

Date of Birth : 23rd March, 1988

Marital Status : Single

Nationality : Indian

Address : 1, Raja Cottage, Sahar Road, Koldongri, Andheri East, Mumbai - 400069

Language Known : English, Hindi and Marathi

Hobbies : Sports, Trekking, Travelling, Music and Dancing.

**Declaration:**

All the above information is correct to the best of my knowledge.

Signature:

Date: