

JESSICA CLAIRE

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SUMMARY

Energetic professional with 10 years of experience in industry. Punctual employee dedicated to following safety procedures and protocols to avoid mishaps. Considered valuable and hardworking employee by supervisors and peers.

SKILLS

- Teamwork and Collaboration
- Problem-Solving
- Experience in Leadership
- Attention to Detail
- Possessing excellent communication and teamwork skills to lead and work in performance with diverse groups efficiently
- Adept at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively
- Dedicated and highly ambitious to achieve personal goals as well as the organizational goals
- Ability to build new territories and expand opportunities towards the achievement of stated targets
- Friendly with an upbeat attitude excellent decision making skills with a positive approach
- Team Supervision
- Coaching and Mentoring
- People Management
- Analytical Thinking
- Giving Constructive Feedback
- Evaluating Employee Work
- Automation

EXPERIENCE

- 01/2017 to 02/2022 **Team Leader, Investment Banking**
Cnh Industrial – Ar, AR
- Team Leader, Full Time, INDIA
 - Moved to a new process Pension Fund Accounting.
 - Given an opportunity to travel to the USA to get the process migrated from USA to India and completed the same successfully within a span of 4 months.
 - Skills Gained - International and direct client exposure, automation and analytical skills.
 - Promoted to Team Leader after successful migration.
 - Worked on Automating processes which involved analysis of third party vendor statement and notice extraction across 500+ websites and applying the same onto internal accounting systems. Automated the entire process of three way reconciliation of client files, vendor statements and fund accounting data.
 - worked as the Lead trainer again and trained an entire team of 15 individuals and managed them.
 - Worked cross-functionally with internal departments to align and validate data inputs.
 - Analyzed complex financial information to offer recommendations to management, driving decision-making.
 - Translated business requirements into implementable solutions using best practices and processes.
 - Successfully migrated the process to a new location after completely automating it using Xceptor and Tableau.
 - Continued managing the team remotely as throughout 2020-2022
- 01/2014 to 01/2016 **Senior Analyst - Investment Banking**
JP Morgan Chase & Company – City, STATE
- **2014 - 2016** - Promoted to Senior Analyst and performed supervisory roles for skills gained through 2011 - 2014. Migrated the process successfully to a different location as a lead trainer.
- 05/2011 to 01/2014 **Financial Analyst**
JP Morgan Chase & Company – City, STATE
JP Morgan Chase - Transaction processing analyst (Full Time, India)
Qualities Gained - Strong analytical skill, Management skill and team work.
- Expertise in Fund accounting tools based on Mainframe (Rumba), Third party systems -Bloomberg terminal, Reconciliation tool (TLM).
 - Review and monitor all trades instructed by client are properly stepping onto accounting, review of failing trades, reporting failed trades to client and resolve within specified deadline through follow-ups and calls to the client.
 - Validation of all the trades booked on particular fund through Market sources (FTS, Bloomberg etc.) and close any discrepancies arise through proper investigation and backup.
 - After all the processing and validation activities are completed provide sign offs to the client and NAV Validation teams. Processing trades on accounting system on different instruments (i.e. Equity, Fixed Income, Foreign Exchange, Sinking Bonds, CPs, CDs, Futures, and Options etc.).
 - Reconciling the client trades and accounting records
 - Preparing Daily/Weekly/Monthly MIS reports for higher management containing number of trades instructed by client and bifurcation between different types of instruments.
 - Preparing Ad-Hoc reports for onshore stakeholders in Excel, MS Power Point
 - Training the new member of the team and passing the knowledge known to me.
 - Taking call of the third party vendor (International Client) and detailing about daily reports.
 - To analyze work flow and Queue Monitoring.
 - **2016 - 2017** - Senior Analyst, Full Time, INDIA
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EDUCATION AND TRAINING

- 04/2011 **Bachelor of Commerce: Commerce & Economics**
SIES College of Commerce And Economics - Mumbai, India
- Graduated with top grades and highest percentile