

# CURRICULUM VITAE



**Rajendrakumar Shinde**

## CARRIER OBJECTIVE

Seeking a challenging position in a professional organization that offers an opportunity for growth where my knowledge can be harnessed to contribute the productivity and performance of the organization, thereby enabling mutual enrichment.

## ACADEMIC QUALIFICATION

Examination /Degree	Year	School/College	Board/Universities
M.Com	2005	G.T.P. College Nandurbar	N.M.U Jalgaon
B.Com	2003	G.T.P. College Nandurbar	N.M.U Jalgaon
H.S.C	1999	D.R. College Nandurbar	Nashik Board
S.S.C	1997	S.A.M. English Med School	Nashik Board

## CURRENTLY WORKING

**State Street Syntel Services Pvt. Ltd.**

From 2<sup>nd</sup> Jan 2019 to Till Date.

Position – Senior Associate(GCM level -3) /Financial Analyst

Vertical– Collateral Management

Process – **Repo Collateral Principal & Interest**

- To prioritize, organize, quick and accurate decision making & time management for smooth functioning of daily team activities BIP & CIP (Broker Interest Payment & Client Interest Payment).
- Coordinate directly with clients, brokers, custodian banks and internal groups regarding trade discrepancies and movements.
- Working with multiple broker and custodian on failed trades, to make sure they are settled on time.
- Reconciliation of Interest payment and Pay down for Investment Management. In between custody records and Investment records.
- Have worked on PLM, TLM, and SMARTS to post the entries. And use Bloomberg, DTCC, Euro clear statement and Trustee report to validate the posting/interest received at custody end.
- Working on Primary Repo Collateral coupons, Bilateral Coupons to claim and Pay those to Brokers.
- Manage Daily Settlement activities of Collateral Trades Such as US-T-bills, US Cash Wire.
- Cash Settlement – Works with various settlement teams with Brokers, Custodians to resolve the breaks on daily basis on various product like Fixed Income Securities and Derivatives product like OTC and ISDA.
- Managing Settlement activity for all market such as DTC, FED, Euroclear and Domestic markets of various countries.
- Working with Global Brokers and Custodian on Sensitive Currency to the payment settle on Priority Basis i.e.ZAR, CAD, RUB and JPY etc.
- Update the comments in Fails-station about the fails reported by both, Banks and Brokers.
- Handling Client, Bank request and Queries.

- Helps Bank and Brokers to get correct Settlement Instructions. Also, work with them to settle the Tri- party trades via Release letter.
- Working with Operation support team to update SSI for Brokers.
- Weekly and Monthly Reports are prepared with updates and sent to clients.
- Other Ad-hoc activities which are needed for smooth functioning of Business Requirement.

Vertical– Asset Servicing Group

Process – **Income Reconciliation.**

**Job Profile –**

- Reconciling daily cash breaks between IM (Investment Manager), Custody & client's books of account (three – way recon). We make sure that all three books should be in line to resolve the cash discrepancies for Equities, Fixed Income Research & Analysis services and make entries in PLM.
  - Reconcile Credit & Debit side of Stock & Fixed Income by working following breaks : -
  - **INCOME RATE DISCREPANCIES** – Processing and amending income manually for equity, Fixed income and Pay down based on validation sources such as BBG, DTCC, IDS and Euroclear. To reconcile accrual set up on Investment managers record (RKS) for common stock/equity, preferred shares etc. to ensure that the correct accrual (Dividend Receivables / Payables) is set up with external sources like IDS, Bloomberg, and Euro clears etc.
  - **INCOME VALIDATION** – Manually validating the Reconciliation report at Fund level / Security level. Analyzing & research for resolving the various tax issues, Income mismatch, Accrual set up issue & Cash mismatch issues through Bloomberg, IDS, Euro clear Etc
  - **NON RECEIPT & PARTIAL NON RECEIPT** – To check the payment & chase the custody for processing of payments. Check with the counter parties & client for payment and work on Swift messages.
  - **FOREIGN EXCHANGE** – Process & Post FX manually for stocks traded in different currencies.
  - **TAX** – Verifying tax is correctly set up or not & post it correctly after matching it with Custody amount. and performing Tax validation withholding tax on custody as per Tax treaties.
  - **TAX RECLAIM** – Posting DTRs (Tax Reclaim) if custody has repaid the amount, manually in our Record keeping system and also Verifying /Performing Tax reclaims accruals and income accruals activity for Equities and Fixed income.
  - **PAYDOWN** – Calculating the pay down principal and pay down Interest for MBS & ABS Securities and post manually on IMS (RKS) as per factor and coupon on Bloomberg.
  - Manually posting interest on income, ADR & Generate New Income line.
  - Working on Several daily activities to check Accrued Reconciliations, Dupe check to check whether the two income line has been generated or not.
  - **CORPORATE ACTION** –
  - To analyze the effect of corporate action e.g. Stock split, Bonus issue, Tender offer, Reinvestment Trade, providing backups and raising Queries to custody.
  - Manually reconcile Bonds accruals and EX – dividend days set up as per validating source Bloomberg and Euroclear.
  - Interaction with Client Services Representatives in UK and in US to research and respond to client's inquiries regarding Interest, dividend postings and Trade Processing etc.
  - Taking Reconciliation calls weekly with Onshore to give them updates on the outstanding break reconciled for both Cash and position and even discussing the other issues or queries related to events.
- Working on emails, solving queries of the internal teams and attending weekly call held by oversight team.

- Training the team on new updates and procedure to resolve their queries for the betterment of operational work.

Vertical – Transaction Management

Process – **Reference Data EMEA Region**

**Job Profile –**

- Monitoring Money market trader(Treasury bills, Treasury notes, commercial paper &CD's) and reconciliation of all account set up responsible for performing securities set up & Fund set up trade are correct and ensure compliance to quality regulation.
- Reconciling trade details with system information and resolving breaks.
- Handling mail correspondence involving Custodian, Brokers, Investment/Asset Manager and other market counterparties and maintain effective relationship with Onshore.
- Maintain knowledge on all process and resolve all issues and queries of transaction and perform correction where require and follow-up of age queries till resolution.
- Ensure complete adherence to standard operating procedure (SOP) and ensuring that any change in process is documented in the SOP.
- Good Hand on usage of vendor terminal system like Bloomberg, AVOX & Data stream.
- New Broker Set up.
- Providing backup of trades.
- Adherence to SLA and KPI.
- Preparation of production report.
- Preparing MIS reports.

## WORK EXPERIENCE

**BNY Mellon International Operation (India) Pvt. Ltd.**

From 1<sup>st</sup> Feb 2016 to 26<sup>th</sup> Dec 2018.

Department – Revenue Billing Services

Position – Operation Executive

Process – **EMEA/BDS Invoice production( Custody Invoicing) .**

**Job Profile –**

- Handling client's accounts in EMEA fee billing including(special handling accounts)
- Validating the entire new accounts set-up client with a negotiated fee rate tariff.
- Updating the manual intervention & importing all transaction data file in the system.
- Charging the client for safekeeping & transaction fees for Equity & Bond market.
- Generating the invoices and validating all the fees & sending the invoice to client.
- Effective communication on all work undertaken within the team, escalating problems/providing supporting information as required.
- Maintain a good rapport with the clients through conference calls and emails.
- Taking care of all sorts of issues & escalations.
- Cross training on Custody business process to understand the basic concept of the invoice structure which help to analyze the query & issues of RM/CSR'S pertain to invoice.
- Achieved targets of productivity & Quality on regular basis.
- Preparing SOP (Standard operation procedure).
- Updating CI tracker and Not invoiced report on based on Nexen.
- Achieved targets of productivity & quality on regular basis.
- Conducting training for the new joiner.Prepare daily SLA report, Unbilled report and send to top management for daily performance of team.

Process – **Account Set Up Billing (Migration Project.)**

The Current assignment with the billing process includes setting up fees and generating invoices of the services BNY Mellon provides to its clients

- Analyzing the fee tariff. Understanding the service taken by the client and implementing the fees on the basis of data source.
- Generating invoice and analyzing the same with the data to be billed on the invoice so as to send accurate invoice to the client.
- Following up with the CSR or RM to get the require information to complete the request accurately as per requirement.
- Work on new Project/Migration, understanding new kind of fees and getting trained from the on the same from the Onshore team.
- Adding of static & structure data on Invoice.
- Account Analysis, Fee Analysis of invoices.
- Adding sub account on Invoices.
- Verify & apply US transaction fees, account Flat fee, Index fees, global custody fee on sub accounts.
- Analysis of NAV( Net Assets Value) on invoices.US Assets base fee & Market value( Assets Under Administration & Assets Under Custody)
- Prepare SOP (Standard operation procedure) of any new type of request/project or updates received while working on various request.
- Prepare MOM (Minutes of meeting) Monthly, weekly important information or action taken related to operation work.

**EXL Service Pvt. Ltd.**

From 21<sup>st</sup> April 2014 to 17<sup>th</sup> Dec 2015.

I have 21 months Completed in EXL,

Department – Insurance

Position – Operation Executive

Process – Group Insurance Billing.

Sub Process – **Case Installation & Data Management Group**

- Monitoring of transaction as per process guidelines.
- Providing event –based and frequency –based feedback to Onshore team.
- Assisting Ops –AMS in identifying training needs for the executive and process level issues that can help improve performance.
- Participating in team huddle and providing brief on Quality performance in the process.
- Co-ordinates all process improvement initiatives.
- Billing of Accidental Death and Disbursement
- Preparation of Documentation of EOI( Evidence of Insurability.)
- Issue Waiver of penalty on premium.
- Update Administrative changes & Documentation of Rate Guarantee.

Process – **R2R - GL & Bank Reconciliation**

- Clearing of open line items of GL on daily basis in SAP .
- Making queries to clients & bank onshore for clearing of open line items.
- Initiating queries to clients abroad for clearing of Open Line Items and resolving the same.
- Preparation of BRS on daily basis and uploading the same in system at month end.

**Deep Group Pvt Ltd.Pune.**

Since From – Dt. 01<sup>st</sup> OCT.2010 To Dt. 15<sup>th</sup> April. 2014

Designation: Account Executive.

- Preparation of Quotation.
- Preparation of Pro-forma Invoice.
- Preparation of Bills/ Bill Checking & Bill Booking in System..
- Calculation of VAT On total Sales & Purchase.
- Verifying VAT TIN Numbers.
- Maintain Sale Registers.
- Maintain Purchase Registers.
- Preparation of Daily Stock Reports Physical & Computerized stock register maintain.
- Working on transport section.
- Co-ordinate with transport manager, Go down manager.
- Outstanding Debtors & Creditors List Quarterly.
- Preparation of fortnightly, monthly outstanding list.
- Preparation Debtors, Creditors statement party wise follow up with debtor for payment.
- Preparation of Bank reconciliation statement.
- Preparation of Monthly Profit & Loss daily Receipts & Payment.
- Synchronization System, Team Viewer System.
- Follow up to Factory staff - for documents, petty cash etc.
- Maintain office Expenses and all types of Back Office operation works.

**Roadland Construction Pvt.Ltd .Kameri . Dist – Sangli.**

Since From – Dt. 01<sup>st</sup> Aug 2006 To 21<sup>th</sup> Sep 2010.

Designation: Account Executive

- Preparation of Tax Invoices.
- Preparation of Debtor & Creditors Statement on Weekly basis.
- Reconciliation of Debtors & Creditors.
- Maintain Accounting files & documentation.
- Maintain Daily mails communication.
- Preparation of various reports as per business plan on monthly basis.
- To prepare sheet of material used on various site in MS- Excel sheet.
- To prepare diesel sheet of vehicle used on sites.
- To Prepare weekly payment sheet of workers on sites
- To handle EPF online filling of monthly sheet.
- To prepare Quarterly statement of VAT & TDS.
- To prepare M-VAT challan online & pay by respected authority.

## COMPUTER SKILLS

- Completed MSCIT(MS OFFICE ) Govt. recognized computer course.
- Tally ERP 9 .
- Advanced Excel.
- SQL
- Bloomberg Terminal
- DTCC & IDS Tool
- Euro Clear

- MCH

## PROFESSIONAL QUALIFICATION

**GDC& A : - Government Diploma in Cooperation and Audit. 2009.**

## EXTRA-CURRICULAR ACTIVITIES

- Active participation in School level sports.
- Active participation in Blood donation camp.
- Participated in Entrepreneurship development work shop at GTP college Nandurbar .
- Organized by campus diversity initiative ford foundation (North Maharashtra University).

## PERSONAL ATTRIBUTES

- Quick learner & Good inter-personal skills.
- Welcoming attitude towards new challenges.
- Focused and enthusiastic to complete the given task.
- Team Player, Self-Confident, Hard Working,
- Know the value of human relations.

## PERSONAL PARTICULARS

Date of Birth	: 23 <sup>rd</sup> Feb 1982
Father's Name	: Annasaheb Vithalrao Shinde
Permanent Address	: Plot no.37, Ring Rd, Near Shahu Nagar (East),Islampur,Tal-walwa Dist – Sangli. Pin - 415409
Linguistic Proficiency	: English, Hindi and Marathi
Martial Status	: Married
Hobbies	: Reading news paper, Playing cricket.

## DECLARATION

I hereby solemnly affirm that the above knowledge is true to the best of my knowledge and understanding.

**Date:**

**Place: Mumbai**

**(Rajendrakumar Shinde )**



