

Rabia Nasir Shiina

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WORK EXPERIENCE

RP Partners Inc. Tokyo, Japan.

Co-Founder & CEO. May 2018 - Present

- Founded and managed a private wealth management company to manage family assets
 - Negotiated with Japanese banks to obtain an optimum funding plan to purchase real estate in prime Tokyo locations
 - Engaged with property managers to lease properties to maximize profit
 - Provided translation and documentation support for foreign companies localizing in Japan

Google Asia Pacific. Singapore.

Google People Services Operations Specialist. May 2015 - Jan. 2016

- Contributed to human resource process management across 8 countries in Asia Pacific by generating employment contract documentation for onboarding 300+ new joiners per month
 - Liaised with legal counsel to remain up to date in labor laws across all countries
 - Continually improved processes to automate and improve controls

Société Générale Securities. Tokyo, Japan.

Structured Products Middle Office, Client Services. Dec. 2012 – Aug. 2013

- Administered client service and internal post-trade support for structured products
 - Functioned as point-of-contact for client requests and inquiries
 - Monitored product life cycle events from settlement to knock-outs and redemptions

Fixed Income Middle Office, Trade Support. Jun. 2010 - Dec. 2012

- Provided comprehensive trade support to trading and sales for fixed income products
 - Monitored high volume of booking and settlements, including daily trade reconciliation in booking system
 - Monitored risk and control infrastructure
 - Led process reviews and system development initiatives across global frameworks

State Street Corporation. California, USA.

Investment Analytics Group, Performance Analyst. Apr. 2009 - Apr. 2010

- Managed performance calculation and attribution analysis for a roster of U.S. pension and corporate funds
 - Utilized multiple performance calculation methodologies in order to determine client fund performance
 - Generated daily, monthly, and quarterly performance, attribution, risk, and custom reports to clients
 - Provided complex analysis regarding client portfolios, including portfolio structure and component returns

Goldman Sachs Asset Management. Tokyo, Japan

Portfolio Control and Analysis, Analyst. Jan. 2008 – Mar. 2009

- Administered large number of public and private Japanese pension fund clients, providing financial reporting, analysis, and overall client service
 - Created various financial reports provided to clients, custodian banks, trustee banks, and consultants
 - Calculated and analyzed data such as portfolio performance, variance, and attribution across all asset classes
 - Responded to both internal and external client requests on a timely basis by providing accurate reports and addressing specific client needs to ensure optimum level of service for highly sensitive clients

Deloitte Touche Tohmatsu Consulting. Tokyo, Japan

Strategy and Operations Consulting, Business Analyst. Mar. 2006 - Nov. 2007

- Engaged in projects for top-tier U.S. and Japanese firms in the financial, manufacturing, and communications industry Created deliverables, conducted meetings, and collaborated with offices at global locations to execute projects

EDUCATION

University of Southern California. Los Angeles, CA

- BA in International Relations. Dec. 2005

Seisen International School. Tokyo, Japan

- International Baccalaureate Bilingual Diploma in English and Japanese, 2001

CERTIFICATION

Japanese Securities Dealer Association (JSDA)

- Level 1 Certified. Apr. 2008

Japan Translation Federation

- Japanese-English Financial Translator. Level 3 Certification. May 2010

Institute of Performance Measurement

- Performance Measurement Certification. Jun. 2009

SKILLS

- Fluency in English and Japanese
- Advanced level in Microsoft Office and Google Workspace suites