

ANJALI DAYA

EDUCATION

anjalidaya48@gmail.com (+91) 9004573133

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|--|------------------|
| Saraf college, Malad Master of Commerce, Mumbai University 67% | 2018-2020 |
| Saraf college, Malad Bachelor of Commerce, Mumbai University 65% | 2015-2018 |
| Saraf college, Malad HSC 66.15% | 2013-2015 |
| Saraf KGSS, Malad SSC 66.36% | 2012-2013 |

WORK EXPERIENCE

Atos Syntel - Financial Analyst (KPO)

April 2021 – July 2023

Key Responsibilities:

- Allocation work through Pega
- Processing EOD data and sending reports to the Manager
- Handling cash transfers
- Online placing deals (purchasing, repurchasing, fund transfers) with deadlines
- Processing deals and funds setup on client accounts
- Ensuring accurate reporting
- Providing guidance to decision-makers
- Auditing and document verification for mutual fund accounts
- Meeting client investment requirements through outlook

Client Interaction:

My proficiency in using Outlook as a communication tool has been instrumental in building and maintaining positive client relationships and facilitating the smooth flow of information and requests.

Team Management:

My ability to lead, support, and motivate a team has consistently resulted in enhanced productivity and quality, contributing to the overall success of the department.

Quality Control and Breach Investigation:

My dedication to quality control and the ability to investigate and address breaches have contributed significantly to the enhancement of operational efficiency and the maintenance of a compliant and error-free work environment.

Manager Access:

In recognition of my exceptional performance, my manager entrusted me with key managerial responsibilities, including: Work Allocation, Production Management, Volume Control, Quality Assessment.

Additional Skills:

Proficiency in using Microsoft Excel for monthly data analysis

Role in training new team members

Professional Achievements

- Received Award for Champ of the Month (in Sept'21)
- Also received Titan of Year (in Jun'22 for the year 2022).

Academic Achievements

- Stood 1st in Kho-Kho in the year 2017

SKILLS

- Financial Analysis
- Data Processing
- Quality Control
- Team Leadership
- Client Interaction
- Training and Mentoring

PERSONAL STRENGTH

- | | |
|---------------|--------------------|
| • Dedication | • Multitasking |
| • Punctual | • Highly Motivated |
| • Team Player | |

COMPUTER KNOWLEDGE

- Certification of MS-CIT
- Advance EXCEL
- Certification of DTP

TECHNICAL SKILLS

- SQL (intermediate)
- Jira

INTERESTS

Cooking Food | Watching Movies & TV Series.