POOJA KADAM-BHOIR

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**PROFILE SNAPSHOT**

* 3 years 8 months experience in finance (reference data and CDO), kpo and banking industry.
* B.Com in Banking and Insurance
* Abilities in analyzing business requirements, extracting and interpreting data to provide customized solutions towards the accomplishment of the goals.
* A quick learner with the ability to work under pressure and meet deadlines.
* Capability of coordinating with clients for running successful business operations and service standards for business excellence.
* Team Player with strong analytical skills, problem solving and organizational abilities.
* Experience in Investment Banking Operations specially in Reference Data Projects and CDO, Derivatives etc.

**PROFESSIONAL EXPERIENCE : CRISIL Limited**

* **Title:** Senior Data Associate
* **Department:** Global Analytical Center (CDO Dept.)
* **Location:** Mumbai

DURATION: 27th July, 2015 – Present (2016)

**JOB RESPONSIBILITIES :**

* Sourced and downloaded reports as required from S&P or in-house databases and from external sites.
* Extracted required data set from input / source document, related to assigned tasks into required output template / applications.
* Used given set of tools and systems to ensure timely delivery.
* Uploaded / removed reports as required on S&P or in-house databases.
* Worked on data management, predominantly on MS Excel.
* Executed assigned tasks as per the instructions / guidelines and meeting required SLAs.
* Well trained on the process of securitization and Lifecycle of Collateralized Debt Obligation.
* Worked effectively on Deals provided by various trustees ensuring required quality.
* Fetched data from given sources by trustees, outsourced it and uploaded it on the system database (CDO Element).
* Processed files with accurate information in **Test, Notes , Accounts**, **Transaction and Collateral** sections on which ratings of tranches are initiated.

**PROFESSIONAL EXPERIENCE : iGATE Global Solutions Limited**

* **Title:** Financial Analyst
* **Department:** Reference Data
* **Location:** Mumbai

DURATION: JUNE’2013 - JULY’2014

**JOB RESPONSIBILITIES:**

* Completed Transition of project known as REFERENCE DATA successfully from Cognizant to iGATE in the shortest time span.
* Completed 2 months training program of project transition on Reference Data and Wealth Management.
* Communicated with clients and coordinated with project manager regarding project status.
* Conducted in depth research and analysis of STRUCTURED PRODUCTS, alsoknown as a market linked investment, is generally a pre-packaged

investment strategy based on derivatives, such as a single security, a

basket of securities, options, indices, commodities, debt issuance and/orforeign currencies, and to a lesser extent, swaps.

* Conducted analysis and research of securities from third party information providers like Bloomberg, LSE, Reuters, SIX Telekurs at different levels (global exchange, trade exchange, security).
* Done set ups of Structured Products, Third party products such as SYROS, SWAPS, OPTIONS (call & put) in the system with the help of analyzing data from various information providers as stated above.
* Coordinated with Internal stakeholders and senior management for improving efficiency.
* Evaluated strategies and planned programs to measure the achievement of established goals.
* Scrutinized business documents for error free processing.
* Generated MIS reports for Senior management.

**KEY ACHIEVEMENTS:**

* Reduced setup turn-around time by 25%.
* Top performing associate with one of the highest setup counts.
* Awarded as Product Expert for set ups like SYROS,OPTIONS,SWAPS.

**PROFESSIONAL EXPERIENCE :Eclerx Services Pvt Limited**

* **Title:** Financial Analyst
* **Department:** Reference Data
* **Location:** Mumbai

DURATION: NOV’2011 – FEB’2013

**JOB RESPONSIBILITIES**

* Entity Research - Adding entities not currently recorded into the Entity Master.
* Setting up product static for various asset classes: shares, bonds, treasuries , futures,options.
* Conducted analysis and research of securities from third party information providers like Bloomberg,

LSE, Reuters at different levels (global exchange, trade exchange,security). Researching securities on Bloomberg ,LSE ,Reuters etc.

* Bi-annual verification of static data to ensure accuracy of Entity and Security Masters.
* Setting up new funds on online databases, with information collected from internal sources.
* Worked closely with key stakeholders to understand project objectives and expectations to ensuresuccessful project delivery.
* Interpreted historical, current, and projected data to identify problems, causes, and areas for whichprocedural or system changes were indicated.
* Developed strategies for data migration and system integration.
* Validating the data for traders convenience.
* Fetching data from Bloomberg,LSE,Reuters,Euroclear etc.
* Maintaining the Financial records on behalf of Citi Group.
* Giving training to new joiners .

**KEY ACHIEVEMENTS:**

* Successfully completed the project ahead of schedule with a high standard of quality.
* Have won spot reward twice for excellent operational efficiency.

**LEADERSHIP AND CO-CURRICULAR ACTIVITIES:**

* Took an initiative of women cricket in the VPM college campus. It was under my leadership, VPM had their first women cricket team.
* Organizing head of the VPM college festival for year 2009 and 2010.
* 3rd Place in Inter college Debate Competition (2011).
* B.Com in Banking and Insurance in 2011 with 75%.

**ACADEMIC RECORD:**

* XIIth in 2008 with 69.50%
* Xth in 2006 with 70.00% .

**COMPUTER SKILLS:**

* Advanced Excel (VLOOKUP, CONCATENATE, FORMULAS etc.) Basics, HTML, SQL Server ,MS Access,Programming Fundamentals using C language, MS- Word, Power point, Access and Outlook.

**OTHER SKILLS:**

* Good communication skills with cross functional teams.
* Proficient analytical skills in understanding and solving functional as well as technical issues in the given project.
* Hardworking and Quick learner
* Good knowledge about Financial Markets and US Mortgages.

**PERSONAL INFORMATION:**

* Gender : Female
* Date of Birth : 6th Aug, 1990.
* Languages Known: English, Hindi & Marathi
* Hobbies : Reading, Socializing,Learning ,

Performing, Beating my own

Record, Dancing, Playing Cricket & Badminton.

* Marital Status : Married
* Address : 3rd floor, room no.3, shree pushpa building, par naka, kalyan (west), 421301