



BHARGAV MISTRY

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CAREER OBJECTIVE

Maximize my team leading experience in a challenging environment, guiding by example and utilizing vast experience in directing a team towards its objective within the deadlines and thus achieving the corporate goals.

EXPERIENCE

HDFC BANK LTD

20 November 2017 - Present

Deputy Manager
Trade Finance Operations
Handling Advance Import Payments, Lodgement and Payment of Import Bills as per process designed by bank.
Advising domestic letter of credit from SFMS.
Scrutiny of documents and forwarding local bills based on LC for collection
Discounting (purchasing) the bills.
Crediting the payments to clients.
Key Task of Capital Account Transaction

ECB -2 reporting to RBI every month for the corporate.

FDI reporting to RBI through eBIZ i.e. ARF, FC-GPR, FC-TRS.

Key Task of Credit Administration
Commodity Finance which includes post sanctions monitoring/Documentation and disbursement of Loans, Limit Renewals after documents scrutiny, etc.
Commercial Paper issuance and redemption of Listed Companies.
Credit administration, post sanctions monitoring.

Merchant Exporter

1 Dec 2013 - 15 Nov 2017

Assistant Manager
Export Documentation
Export documentation processes including scrutiny of LC(Letter of Credit) & preparation of documents.

SS&C GlobeOp Financial Services Pvt Ltd

8 Oct 2007 - 23 Aug 2013

Senior Associate
Operations & Fund Accounting
Accountable for delivery daily & month end P&L and NAV for streamlining operations.
Resolved audits related queries from Big 4 Audit Firms in an effective way.

Expertise over the instruments ranged Listed Equity; Listed Derivatives like Commodity, Currency, Spread, Interest Rate, Index, Treasury, and Equity based CFDs, etc.

Handled efficiently funds' trade capture, daily reconciliations of Trade, Position & Cash, management fee, performance fee accrual, Corporate Actions on the equity etc affecting daily NAV.

Managed fund movements through wire between PB & Clients.

Managed reconciliation between core system, custodian and asset manager, custodian statement, etc.

Managed & maintained various details related to Positions, Price Variance, and Commission variance, margin requirement Prime Broker wise as per client's request.

Carried out User Acceptance Test, Geneva Up gradation Testing, Automation and Macro Designing activities to improve the process.

Team Management

Business & MIS Management

Preparation of Monthly Dash Board for the review of client and top management.

Involved in Planning & preparation of Delivery schedule to meet the client Month end deliverables as per the client deliverables schedule.

IT SKILLS

Excellent with the use of Bloomberg, Reuters.

EDUCATION

University of Mumbai

MMS (Finance)

64.43%

2007

The M.S.University of Baroda

M.Com

51%

2004

The M S University of Baroda

Export Import Management

72%

2017

Indian Institute of Banking and Finance

Certificate in Foreign Exchange

2019

TECHNICAL SKILLS

MS Excel, Open Office.

LC Scrutiny

ACHIEVEMENTS & AWARDS

Holds the merit of receiving Hat's Off Award a HR Award for Best Services to client in Aug'08 Involved in voluminous new fund launches & conversions on the GlobeOp Platform. Worked for ERP / Database Structure for one of the client for MIS on reconciliations summary. Proactively provided training to juniors on process designed by the company for NAV Calculations.

INDUSTRIAL EXPOSURE

Bank of Baroda Summer Intern Advances Department April 2006 to July 2006
