

Swathy Premarajan

9172164844

swathypreman95@gmail.com

Profile

MBA in Banking and Insurance with 2 years of experience in Global Trade Processing and Trade Support Team. An organised and a detail-oriented individual, able to prioritize and delegate tasks effectively to ensure timely completion of goals within a team environment.

Specialization in Banking and Insurance, with Post Graduation in the subject from Welingkar Institute of Management.

Proficient knowledge in Trade capture/ bookings and Trade settlement.

Top Skills

➤ Data Processing / Analysing Skills	➤ Decision Making
➤ Critical Thinking and Problem solving	➤ Reporting Things
➤ Influencing and Team work	➤ Business Negotiations and Adaptability
➤ Hard Working	➤ Responsibility and Accountability
➤ Ability to challenge and improve existing process	➤ Never say NO ATTITUDE

Experience

Senior Associate in State Street Syntel – 2019 to Present

- Monitoring and authorising the trades which are process from manual Fax Instructions of Investment Managers, Fund Groups, OTC and Trade support.
- Ensuring that the queries and request received from the fund groups are resolved at a timely manner.
- Achieving deadline BAU for different clients and also to comply with the timely settlement on the under different markets like CREST, EUROCLEAR, CLEARSTREAM, FED, DTC AND GBV.

• Roles and Responsibility

- To ensure zero errors in processing.

- Tracking and reporting on the challenges faced by the team.
- To work with the Tech partners and off-shore team to maintain a smooth collaboration across teams

Projects Undertaken

- Part of Zero Error Phase in the team.
- Implementation of exceptional Management Controls for Short Term Trades, Repo Trades and Treasury Bills.

Associate in State Street Syntel – 2018 to 2019

- Processing all the critical Transactions of Manual Fax Trade Team, which are sent through Fax Instructions.
- Raising timely queries to ABO and getting them remediated under a short TAT.
- To ensure minimal errors in the process and potential loss for the business are done.
- Highlighting the data quality issue.

Roles and Responsibility

- To process all the Trade instructions before the delivery cut off and timely settlement.
- Process coach- To make sure on the grooming of new joiners in the process.
- To identify the manual check- points in the process and come up with an alternative to eliminate those manual checkpoints.
- To maintain the minutes of the meetings. And keeping a note on the Agenda of every Team Huddle.
- Tracking and updating the daily team checklist.
- Analysing the type of Trade queries/ errors within the process.
- Checking and Validating the Trade Instructions on BLOOMBERG.

Project Undertaken

- Part of Idea Generation Group- For coming with new ways and means to approach the vanilla processing and challenge the legacy workflow

- Data Science- Analysing the volume of Trade instructions, Trade queries and Errors. To take a revolutionary step to overcome the hurdles in coming future.
- LAAI (Language Analysing Artificial Intelligence)- Collaborating with tech partners and working on an AI which could read through the FAX instructions for the specific fields and fetch the details from it and use them to book the Trade instructions.
- Identify manual checkpoints in the process.

Achievements

- Star performer of the quarter.
- Appreciated by Seniors managers for my efforts to bring down the errors for the team.
- Zero error processing for consecutive quarter.
- Two successful application of my innovative ideas.

Officer in State Street Syntel – 2017 to 2018

- Part of MTP, for booking all the instructions received online and off-line.
- Catered all the markets (APAC, EMEA and NA)
- Assisted and supported with the Product/ Process knowledge.
- Maintaining daily productivity and reporting

Roles and Responsibility

- To process all the instructions on a timely manner.
- Get the settlements cleared before the deadline.
- Train and improve on product and process knowledge.

Achievements

- Syntel Champ
- Zero error processing for whole quarter
- Maximum Trade process for two consecutive months

Education

Degree/Exam	University	Year	Grade/ %
Post-Graduation in Banking and Insurance	Welingkar Institute of Management	2017-19	Cleared
Graduation in Banking and Insurance	Vivek College of Commerce	2016	A grade
HSC	Thomas Baptista Junior College		72.17%
SSC	Krist Raj High School	2011	85.09%

Proficiencies

- Instruct Lite, Inquiry Management Tool, ISM tickets, Multi-Horizon and BLOOMBERG.
- MS Office (Particularly Excel, Word and Powerpoint)
- Completed Senior Associate Trainings for developing skills for managing the Senior Member role