

# Saurabh Kirve

Pune, Maharashtra, India | saurabhkirve@gmail.com | +91 8380887996

Finance and client service professional with proven expertise in operational support, data analysis, and client onboarding within private equity and hedge fund sectors. Known for delivering high-quality service through effective collaboration, meticulous data management, and compliance with industry regulations. Strong communicator and problem-solver, committed to enhancing client satisfaction and operational efficiency. Equipped to support private wealth operations with a focus on accuracy, timeliness, and relationship-building.

## WORK EXPERIENCE

### Associate Analyst

Nov 2023 - Present

#### SG Analytics Pvt. Ltd. | Pune, India

- Conducted performance reporting and data analysis for client financial documents (e.g., Account Statements, Capital Calls, Distribution Notices), assisting decision-making and strategic investments.
- Ensured seamless client onboarding and tailored service by gathering and verifying essential documentation in compliance with client-specific and regulatory requirements.
- Implemented operational improvements, increasing the efficiency of data collection and ensuring adherence to industry regulations.
- Partnered with investment professionals and international clients, including Blackstone, SS&C, Citco, and BlackRock, to provide high-quality operational support in data sourcing, mapping, and analysis of client documents.
- Managed and resolved cases through Salesforce, utilizing analytical skills to enhance client service response times and ensure timely and accurate completion of all service tasks.
- Participated in ongoing training focused on investment strategies, client service management, and operational best practices.

**Key Skills:** Client Service Excellence, Data Sourcing & Mapping, Compliance & Regulatory Awareness, Document Processing, Issue Resolution, Salesforce Case Management

### Analyst

Nov 2022 - Jul 2023

#### eClerx Services Pvt. Ltd. | Pune, India

- Supported private equity operations by extracting and mapping critical financial data, facilitating informed investment decisions for high-profile global clients, including BNY and Citco.
- Led onboarding for new clients, ensuring precise documentation collection, and tailoring operational support to meet each client's unique needs.
- Collaborated with team members to achieve shared goals in delivering timely and accurate services, showcasing strong multitasking and organizational skills in a fast-paced environment.
- Enhanced data collection processes, contributing to operational improvements and ensuring compliance with industry best practices.
- Engaged in continuous learning and skill development, focusing on analytical and client service skills to support comprehensive portfolio analysis and client interaction.

**Key Skills:** Client Onboarding, Portfolio Analysis, Operational Process Optimization, Excel, Data Mapping, Incident management

## TECHNICAL SKILLS

- **Software:** Microsoft Excel, Word, Salesforce, Slack
- **Domain Expertise:** Client Service Management, Portfolio Analysis, Compliance, KYC, Data Mapping

## EDUCATION

### BCA (Computer Application)

May 2019 - Jun 2021

#### Himalayan University

### HSC (Science)

May 2014 - Jun 2015

#### Maharashtra state board

## HOBBIES

Listening Music, Professional Gaming