

Prajakta Sarvankar
MBA in Finance

Professional Summary:

Enthusiastic and team spirited professional offering 17 years of insightful work experience in the field of finance & Banking

Work Experience:

Worked with the leading Technology Firm in Mumbai from **Aug 2004 – Nov 2020**

Worked as **Project Manager** from 22nd June 2013 to Nov 2020 with following responsibilities:

- **Project Management:**

- Communicate with Development and Business People across globe
- Act as Team Lead for the assigned projects
- Act as single point of contact to Associates working on assigned projects
- Attend and run the project specific calls to provide status updates
- Update other Project Managers and development all of the defects, findings and any application suggestions.
- Make sure all of the defects are resolved at the end of Release. Any outstanding defects have to be presented to Project Manager for next the release
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- **Team Management:**

- Handled multiple Clients, Projects and Teams successfully across the Globe
- Trained new joiners on the Applications and Testing process for all the Projects handled by me
- Helped and provided guidance to the new joiners during Actual Testing Cycle

- **Manual testing – Process Execution with following responsibilities:**

- Develop test plans
- Review and improve Test Plans prepared by Associates
- Perform functional and regression testing against user specification documents
- Maintain proper documentation.
- Find and outline application defects
- Mobile Testing, Browser Testing, Portal Testing,
- Automation Script Review

Achievements:

- Provide Enhancements on the improvements of the systems.
- Provide with Training to New Joiners on various processes
- Documentation on Internal processes for New Joiners reference
- Helped other Teams in resolving issues by using the process knowledge
- Successfully delegated project work to team mates and helped them in completing the assignments on time
- Received Remarkable Service Award twice in a year (2018) for handling complex Project in absence of Superior's guidance

2) Worked with **Operations Department** as a **Fund Accountant-Recon Analyst** from 2008 to 2013 with following responsibilities:

- Responsible for trade reconciliation process between the Prime Broker appointed by hedge Fund and books of accounts maintained by Globeop.
- Calculation of NLV for the open positions held by the Hedge Funds on the basis of report generated from trade capture system and Prime broker or Custodian report.
- Resolving breaks in the reconciliation process by following up with Client, PB& counterparty.
- Helping Clients in booking various deals & corporate action trades in our system.
- Providing Daily P&L to Client.
- Manage International Client relationships.
- Interacting with various internal Globeop departments such as IT & Fund accounting to ensure accuracy of MIS and to maintain control.
- Performing Brokerage Activities for specific Clients and making payment to respective counterparties. Interact with multiple prime brokers per fund.
- Active participation in various projects like getting macro developed by liaising with technical team and also providing various logics in automating the current manual reconciliation.
- Experience of working with Bloomberg Terminal for pricing queries.
- Hands on experience on software like Advent Geneva, Advent Partner
- Ensure that adequate training is facilitated to new team members and allocation of tasks to team members.
- Act as primary escalation point for all Trade related issues and queries

Professional Initiatives:

- Onboarding of various Hedge Funds Portfolio on SS&C Globeop platform.
- PB File Auto booking project which enables captures of trade on T0
- RCA of cash/trade breaks for reduction of recurring breaks
- Worked as Project Manager for one of the leading Fund Accounting Project

3) Worked with **Data Maintenance and Control dept (DMC) Department** as **Senior Associate** with following responsibilities from 2004 to 2008

- Various instrument type setups on Globeop Internal systems.
- Processing Corporate Action on the various securities into Globeop system
- Static Data updates on various type of instruments into Globeop system.
- Reconciliation between all the systems of Globeop.
- Validating the securities on CSM so that it can be priced.
- Data cleaning of static data in all the systems.

- Pre Launch testing for new process for making the system more user-friendly.
- Daily Corporate Action processing in Geneva (Accounting System)
- Resolving Month End issues of our Clients
- Maintain Accuracy of all systems for all the funds dealing with Globeop for their monthly Accruals.

Past Engagements:

Worked with **H.S.B. C. Bank, ICICI Bank, CITI Bank** on Contractual basis from **2002 – 2004** wherein have handled various back office tasks such as data entry work, Signature matching process etc.

Educational Qualifications:

Degree	Year	University	Grade
MBA in Finance (Part Time)	2009	Institute of Business Management Studies (IBMS)	1 st Grade
N.C.F.M. – Diploma in Financial Market - (Beginner Module)	2006	National Stock Exchange (NSE)	1 st Grade
Government Diploma in Co-operation & Accountancy (G.D.C.A.)	2004	Pune Board	1 st Grade
Diploma in Management Studies	2003	Welingkar's Management Institute	1 st Grade
B.Com	2001	Mumbai University	1 st Grade

Technical Skills:

Operating Systems	Windows 7, Windows 8, XP
Automation Tool	HP-UFT, JIRA

Extra-Curricular Activities:

- Used to be an active member of an event organizing team of our college annual functions
- Participated in inter college drama, dance competitions
- Participated in Group Dance events in the company's Annual Functions
- Have learned Usui Reiki Healing from Reiki Grand Master based in Aurangabad (second level)

Language Known: English, Marathi, Hindi

I hereby declare that all the particulars stated are true to the best of my knowledge and belief.

Thanks & Regards,
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