



me@vivekvijayvargia.com



+91-8107767818



Pune, India

## SKILLS

Securities Trading

Security Valuation

Trade Confirmation

Analyzing Financial Statements

People Management

## LANGUAGES

English



Hindi



Rajasthani



Marathi



## INTERESTS

Securities' Trading

Football

Snooker

FIFA

# Vivek Vijayvargia

Associate Process Manager, eClerx

Professional individual with experience of operational management in financial services industry

## WORK EXPERIENCE

### Associate Process Manager

eClerx

04/2017 – 08/2018; 04/2019 - Present

Pune, India

*Achievements/Tasks*

- Experience of handling Collateral Management, Trade Valuations, Client Onboarding and Credit Derivatives Confirmation processes as a Team Lead for a leading investment bank
- Ensured timely execution of client deliverables with proper resource utilization
- Constantly improved Client Satisfaction Score and met SLAs through team work
- Suggested approved automation ideas that improved process efficiency and effectiveness

### Intern

GenWorks

04/2016 – 05/2016

Bengaluru, India

*Achievements/Tasks*

- Studied patterns, causes and effects of organization's employee cost with a major focus on employee displacement expenditures
- Suggested approved policy changes that resulted in significant decrease in the travelling expenses incurred by the company

## ONSITE VISITS

London & Belfast, United Kingdom (04/2018 – 05/2018)

*Met top executives of a recognized Investment Bank to understand the intricacies of a new process and formulate strategies for smooth functioning*

## CERTIFICATES

Investment Operations Certificate

*Awarded by Chartered Institute for Securities & Investment (CISI)*

Six Sigma (Green Belt)

*Awarded by KPMG*

## EDUCATION

MBA in Finance

Christ University

06/2015 – 03/2017

## ACHIEVEMENTS

Recipient of "APM of the Quarter", eClerx

Elected as President, Finance Club, Christ Institute of Management

Secured Merit in CBSE Board Exams