

# Ankur Sehgal

A-66 St. No 3, Dashrathpuri, Palam Dabri Road New Delhi- 110045  
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## Profile Summary

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- A competent professional with more than 4years, 10mo of experience in Client servicing and Investment Banking operations.
- Possess in-depth understanding of process, good analytical and interpretation skill.
- Target and achievement oriented with the ability to take up challenges and perform in changing work environment with a high level of accuracy.

## Core Competencies

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• Trade instructions • Posting Trades • Corporate Actions • Merger and Acquisition • Stock Split / Reverse Stock Split • Account Transfers • Custody Transfers • Trade analysis • Queries handling • MIS reporting • Trade Settlements and Reversals • Client Reporting • Knowledge of Derivatives and Capital Markets • Reconciliations & Fund reversals

## Professional Experience

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### Senior Associate, Incedo Inc

March 2021- Present

- -Working with Account Operations team for “Asset Mark” US based client.
- -Hands on experience with Address Change queries, Processing and settlement of Checks.
- - Setting up the Standing instructions for end clients.
- - Exploring more into the team and more work types.

### Investment Banking Analyst, Coforge Ltd

Apr 2019 - Feb 2021

- Working on different corporate actions such as Name change, Name and CUSIP change, Rights issue/distribution, deletion, liquidation, merger and acquisition etc.
- Removing corporate action from the asset (if possible) to process transaction as per the request from other departments.
- Reconciliation and posting of trades.
- Transferring custody of assets to different custodians (as per client request).
- Converting reinvestment shares into cash shares or viceversa (INC to SHS).
- Cancellation and rebooking of trades (due to non-receipt of Swift message).
- Converting fund into REMAT or DEMAT form after ensuring the capability of fund.
- Applying clients fund onto their investments accounts through Cheques, BACS, SWIFT.
- Reconciliations of the payments and recieved on HSBC and through Cheques and inform the onshore client for the discrepancies.
- Unmatched Fundings, General Exceptions as an add ons to the work and onshore clients are informed for the same.
- Handling clients calls to discuss issues on our designated work.
- Training new hires in the team.
- Maintaining a track of daily processed trades and reporting on a timely and accurate manner to Process Supervisor / Team lead.
- Reviewing and quality check of transactions processed by team members to ensure high level of accuracy.
- Performing MIS reporting (i.e. Monthly and weekly reports) on behalf of team.
- Preparing monthly dash board & NIGO daily and sharing to Management for review.

### Operations Analyst, Concentrix

Jun 2016 - Apr 2019

- Validate & resolve clients account and their transactions by minimize fraud loss. Creating Claim for the fraudulent reported transaction.
- Detecting red flags and other suspicious activities related to an account.
- Problem solving skills and organizational skills.
- Sharing process knowledge with the new team members.

## Rewards and Certifications

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- Received monthly recognition and reward for 4 times recording highest productive hours with 100% accuracy.
- Received the quarterly award for consecutive two quarters for leading the process and performing as a valuable asset for the organization.

## Technical Skills

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- Well versed with MS Office (MS Word, Excel, Powerpoint, Outlook etc.).
- Good at researching on Internet, writing E-mails.

## Education

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<b>B.com (Hons)</b> University Of Delhi	2016
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<b>Company Secretary (ICSI)</b> Foundation	2015
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### CBSE, New Delhi

- Senior Secondary Examinations from C.B.S.E in 2013
- Secondary Examination from C.B.S.E in 2011

## Personal Information

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Father's Name: -Mr. VP Sehgal

Marital Status: -Single

Hobbies: -Listening Music, Internet Savvy, Food & Gym lover

DOB. - 30 August 1996

(I here by declare that all of the information stated above is correct and best of my knowledge.)

Date: - \_\_\_\_\_

Place:-\_\_\_\_\_

(Ankur Sehgal)