

# Resume

**Sandeep P. Deshmukh**

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## About Myself:

- ✓ Have acquired experience in Client Service & HRMS Implementation.
- ✓ Rich experience in process migration.
- ✓ An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.
- ✓ Good experience in HRMS and HR Stop implementation into organisation

## Experience:

- **Enhancor Services Pvt. Ltd. Baner, Pune**

**Team Lead Human Resource & Administration**

Team Lead – From July'2024 till date

HR Executive - From August' 2022 till July' 2024

- ✓ Recruitment Specialist
- ✓ Negotiation and Onboarding Specialist
- ✓ Recruitment of IT, KPO and BPO candidates.
- ✓ Background verification
- ✓ Confirmation & Performance Appraisal
- ✓ HRMS Management
- ✓ HRMS Implementation
- ✓ Support between Employees and HRMS Team
- ✓ Maintaining Database
- ✓ Employee Connect and Grievances
- ✓ Exit Formalities
- ✓ MIS Reports
- ✓ Payroll and compliances
- ✓ Rewards and Recognition
- ✓ Employee engagement

- **Symbiosis International University, Pune.**

**(Symbiosis Medical College for Women & Symbiosis University Hospital & Research Centre)**

From Dec'2018 to March'2022

- ✓ Joining Formalities
- ✓ ERP Implementation for employees
- ✓ ERP Maintenance
- ✓ Support member between Employees and ERP Team
- ✓ Exit Formalities
- ✓ Assisting in Payroll Activities
- ✓ Leave Management
- ✓ Employees Attendance

- **ECLERX Services Pvt. Ltd, Pune.**

**Process 1 : Reference Data Standard Settlement Instructions**

From September'2017 to Nov'2018

- ✓ To update the Instruction for settlement of FX and OTC
- ✓ To resolve issue of counter party.
- ✓ To analyse the issue and resolve same by applying proper analysis
- ✓ Analysis of Data, to verify same and update the same in system
- ✓ Setup of Bank Identifier Code and Account numbers
- ✓ To upload the SSI through Import Method
- ✓ Reached Experience in client service.
- ✓ Providing timely and accurate reports to client
- ✓ Resolve queries of client by taking proper follow up with subordinates and providing the updates to client.

- **State Street Syntel Services Pvt. Ltd, Pune.**

**Process 1 : Helium**

From Dec'28/2009 to Mar'18/2013

- ✓ Executing mutual fund transactions for customers and the relevant back office work to resolve their queries regarding their issues on Mutual Funds.
- ✓ Reached Experience in client service and Client Interaction
- ✓ Processing of Retail customer transactions revolving around investments in capital markets across various international stock exchanges.
- ✓ Processing trades for one of the leading custodian bank.
- ✓ Trade Settlement
- ✓ Resolving Breaks with the help of Corporate Action (CAT).

- ✓ Experience in Market Value Reconciliations, Cash Reconciliations, Share Holding Reconciliations
- ✓ Well Experienced on SSR (Smart Stream Recon)
- ✓ Resolving queries of day to day trade processing
- ✓ Training new recruits in the team
- ✓ MIS reporting of the process Handling day to day team activities
- ✓ Good Knowledge in training new candidate.
- ✓ Providing day to day updates to end clients and also responsible for client reporting
- ✓ Processing FX's (Foreign Exchange) and also solving queries for trade settlement.

## **Process 2 : AXA Paris Stock Reconciliation**

From Oct'15/2013 to June'16/2015

- ✓ Working on TLM, PLM and RKS  
(Transaction Life Cycle Management, Post Settlement Life cycle Management and Record Keeping System)
- ✓ Reached Experience in client service.
- ✓ Reconciliation of Shares
- ✓ Trade Settlement
- ✓ Reconciling on Collateral positions
- ✓ Resolving Breaks by querying to relevant team .
- ✓ Resolving queries of day to day trade processing
- ✓ Transferring of Position from One Status to other Status
- ✓ Training new recruits in the team to create proper backup
- ✓ Working on Daily Adhoc requests
- ✓ Processing Transactions received from client on RKS
- ✓ Providing timely and accurate reports to client
- ✓ Providing day to day updates to end clients and also responsible for client reporting
- ✓ Worked on Security Linking with the help of MCH
- ✓ Resolved queries with the help of Bloomberg
- ✓ Successfully completed migration project of Transaction Management
- ✓ Successfully completed Transition for Stock Reconciliation.

## **Process 3 : APAC (Internal Reconciliation)**

From June'16/2015 till Aug'25/2017

- ✓ Working on Cash Book, TLM and MCH (Multi Currency Horizon)
- ✓ (Transaction Life Cycle Management Premium, Post Settlement Life cycle Management and Record Keeping System)
- ✓ Preparing Daily Cash Books
- ✓ Reconciliation between Custody and Accounting
- ✓ Processing Transactions which are open, Settlements of open transactions
- ✓ Settlement of Foreign Exchanges if any
- ✓ Responsible for Auditing and Review of all the activities in Team

### **Achievement :**

#### **Successfully completed 3 process migration :**

Completed Migration of Recordkeeping Activity from Pune to Mumbai by providing training

Completed Migration of Stock Recon Project from Pune to Chennai

Completed Transition of Internal Recon project from Mumbai to Pune

### **Rewards :**

Star of the month at Enhancor Services Pvt. Ltd.

Titan of the Month at Syntel

Spot Recognition for excellent work on Security Linking Work at Syntel.

### **Educational Profile:**

- ✓ Master of Business Administration from ASMA Inst of Mgmt,  
Pune University February-2012
- ✓ Bachelor of Business Administration from Indira College of Commerce,  
Pune University –June-2009
- ✓ Higher secondary School Certificate Examination from MAHARASTRA Board of Secondary Education  
in year OCT-2005.
- ✓ Matriculation from MAHARASTRA Board of Secondary Education in year June-2000

### **Key Skills :**

- ✓ Workday HCM (Completed certification course from Cloud Foundation)
- ✓ HRMS Implementation
- ✓ HR Stop
- ✓ ERP
- ✓ TLM

✓ PLM

### Personal Profile:

<b>Name</b>	Sandeep Deshmukh
<b>Father's Name</b>	Prakash Deshmukh
<b>Date of Birth</b>	12 <sup>th</sup> June 1982
<b>Passport No.</b>	<b>S2868470 (Valid upto 03<sup>rd</sup> Dec 2028)</b>
<b>Language Known</b>	English, Hindi, Marathi
<b>Marital Status</b>	Married
<b>Permanent Address</b>	Flat No. 12, Bldg C1, Indraprastha, Beside Malhar Restaurent, Indraprastha Road, Near Sai Chowk, Pune - 411027

### Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:** 4<sup>th</sup> Sep 2023

**Place: Pune**

**Sandeep Deshmukh**