

Sunita Singh

Associate at
Bank of New York (BNY
Mellon), Pune
Gender : Female
DOB: 05-09-1998
M.Com (Pune University)

CONTACT DETAILS

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FINANCE SKILL

Equity, Dervative, Bonds,
Capital Market, Corporate
Action, Reconciliation, Trade
Life Cycle

COMPUTER SKILL

MS-Office(MS-Word,MS-
Excel(Macros),MS-
PowerPoint)

ACHIEVEMENTS:

- Got promotion in 1 year of joining Syntel organization
- Received Champ of the Month Award
- Received spot award

STRENGTH:

- Ability to learn concepts quickly and communicate ideas effectively
- Ability to work individually and also in team
- Ability to adapt to any situation
- Self-motivated

CAREER OBJECTIVE

Professional with 2.1 years of experience in Finance. Seeking a responsible position in an organization, which gives me a chance to improve knowledge, enhance my skills and enable me to strive towards the overall development of the organization.

WORK EXPERIENCE

BNY MELLON CORPORATION (April 2021 – Till date)

Role: Operation Executive

- Performing daily recon for end-to-end and third party client
- Reconciling cash and position(assets) breaks
- Researching on exception which are not recognized by counter party, checking whether trade is valid or any discrepancies found then following the escalation procedure to make sure that the trade is validate for same day
- Ensure that custody balance is matching with accounting
- Calculating NAV, with holding rate and validating data for releasing NAV
- Timely escalating the exceptions to meet the deadline and mitigate the risk
- Preparing daily broker report and share with other team to upload on recon platform (TLM)

STATE STREET SYNTEL (May 2019 - January 2021)

Role: Associate (Financial Analyst)

- Manage the flow of day-to-day operations activities.
- Processing handles cash transaction i.e. receipts, transfer & payments on both accounting & custody and reconciling the same.
- Foreign exchanges (FX) processing on timely manner.
- Responsible for high quality service to the Client.
- Generating EOD report for all the transactions.
- Cash team works on daily basis and all the activities are deadline oriented where there is no scope of backlog.

Application Used: TLM, Eagle, InvestOne(FIS), JIRA , Mainframe,

Nexen, MCH, VMW , SSCM ,ECFM ,INSTRUCT

EDUCATION

Year	Degree	Institue	CGPA/ Percentage
2021	M Com	St. Mira's college for girls, Pune	76.13%
2019	B Com	St. Mira's college for girls, Pune	83.21%
2016	XII (CBSE)	St. Xavier's School, Ballia	78.4%
2014	X (CBSE)	Manasthali Education Center, Ballia	76%