



GAYATRI SATAM

DEPUTY MANAGER

PROFESSIONAL EXPERIENCE

Unifi Capital Pvt. Ltd

Client Relations Dept with over 5 years experience

- Facilitating & summarizing daily client portfolio reports on power point presentation and sharing it with concerned stakeholders.
- Sole responsible for relevant information and database in order to aid market oriented reports for management presentations.
- Streamlined & Played a vital role in managing integrated end to end HNI client review process.
- Coordinating with senior research analysts in performing stock level analysis and Ad-hoc reports of client's portfolio.
- Reliable as a Sub-RM to oversee customer relationship management system
- Presenting financial market related data insights into info graphic formats
- Formulated process SOPs, spreadsheets in a comprehensive way as a ready reckoner.
- Managed company's research events and CSR activities.
- Excelled as subject matter expert in handling client portfolio reviews in a timely manner

BNP Paribas India Solutions Pvt. Ltd.

Capital Market Operations with 20 months of experience

- Formulating daily, weekly & monthly reports and providing it to onshore team situated in different regions such as Hong Kong, PRC, Singapore, Thailand & Australia etc.
- Maintaining core database in all required systems and ensuring to uphold desired level of client data quality.
- Facilitating the transactions/trade confirmation by maintaining different types of confirmations in the core reference data platform
- Analyzing and interpreting documents of business resolution and collating the insights into core banking system.
- Monitoring all amendments pertaining to business resolutions, through inspecting client's requests originated in different regional banks.
- Performed tasks in creation of different currency accounts for corporate clients for cross border trade in different trading systems based on the product requirement (viz, Cash, Equities, Fixed Income, Nostro & Vostro account purpose etc.)
- Handled many UAT testings amongs them most crucial was setting up of New Branch for the purpose of BNPP China Free Trade Zone

ALL ABOUT ME

- Top-performer with over 6+ years of experience in Client management & Capital market operations.
- I am committed to learning and self-development in order to achieve consistency with better results
- Seeking an opportunity to best utilize my skills for the growth and advancement of an organization.

CONTACT INFO



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Chembur Heights 2, Sindhi Society, opp

Vivekanand College, Chembur

Mumbai-400071

ACCOMPLISHMENTS

- Received accolades from the team for proactively taking responsibility for a presentation to foreign delegates
- Played crucial role while setting up of new branch for the purpose of Free Trade Zone right from the inception.

CORE SKILLS

- Good Accuracy and attention to details
- Ability to multi-task, handle changing priorities & work under pressure.
- Creative thinking, analytical, articulate and diligent.
- Immaculate business writing skills.
- Good hands on Advance Microsoft Excel & power point presentation
- Skilled in data charting for reports
- Process improvement and implementing best practices by preparing SOPs, Process Checklists to ensure controls.

HOBBIES & INTEREST

- Reading Books
- Cycling
- Painting
- Traveling
- Lady Rider
- Baking

PERSONAL SKILLS

CREATIVITY	<div><div></div></div>
TEAM WORK	<div><div></div></div>
INNOVATIVE	<div><div></div></div>
HARDWORKING	<div><div></div></div>

EDUCATION BACKGROUND

University of Mumbai

Mcom in Management, 2015

D.G. Ruparel College

Bachelors in Management studies, 2012

- Secured first class with Finance specialization

D.G. Ruparel College

Higher Secondary in Commerce, 2009

- Secured first class

Other Certification

- Currently pursuing Chartered Finance Analyst (CFA) course
- NCCMP - NSE Certified Capital Market Professional Course
- Secured NISM Securities Operations & Risk Management Certification.
- Completed NSE Certified Fundamentals of Research Analysis Module.
- Secured MS-CIT certification
- One year certification course in Applied Arts

Volunteer & Personal Project

- Volunteered @Umang Foundation:
Conducted Yoga Session for underprivileged students
- Undertook few Wall Painting Projects