

SAVITA TUPLONDHE

CONTACT

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OBJECTIVE

Seeking a position where my operational skills, experience & knowledge is utilized and challenged with new opportunities to make advancement in my career.

WORK EXPERIENCE

State Street Syntel Pvt. Ltd.

Associate (Level – E1) – Operations (PIMCO)

Collateral Settlement Management [Aug 2018 - Nov 2019]

- To manage daily settlement activities of collateral trades such as securities, cash, interest and coupon payments, maturities and substitutions.
- To provide 90% resolution for daily failed trades.
- Timely and effective communication with onshore team on a regular basis.
- To process, validate and respond to margin calls from brokers.
- To coordinate with brokers and custodians on a daily basis to settle the trades (cash and securities).
- To provide updates to onshore team regarding the aged and large fails.
- To prepare fail reports and send it to the onshore.
- To work with internal teams like accounting regarding the accounting breaks and ops support regarding the tech issues and SSI updations.
- To create an End of Day (EOD) report for the client about all the fails reported by banks and brokers, with the reason of fails along with the resolutions.
- To work on settling the tri-party trades via release letters.
- To ensure day to day processing is conducted efficiently and all the issues are brought to resolution with clear communication and thoroughness.
- To strive to understand client's inquiries, needs, wants and expectations.
- To build strong internal networks to ensure a high level of co-ordination and the ability to complete timely reporting

Corporate Actions [Aug 2018 - Aug 2019]

- Part of the Middle and Back Office Operations for PIMCO Capital Markets.
- Corporate Action Team looks into events and monitors the activities. Informing the client of Corporate Action and then ensuring proper elections been sent.
- Working in a Team processing specializing investment including Voluntary & Mandatory Corporate Action Events.
- Review Notifications Relating to Corporate Actions Events of Fixed Income (Bonds) & Equities.

- Set up and maintain Actions Events for tracking submissions on offers, arrangements etc.
- Timely and accurately administration, Processing & Monitoring Voluntary and Mandatory corporate actions on a daily basis with time deadline into the fund accounting system.
- Liaising with custodians and client to ensure notifications are processed and Fund manager decisions are received in a timely manner. Ensure accurate instructions are made to custodians
- with the agreed timeframes. Responds to client & custodian inquiries and Escalate issues to supervisor/Manager.
- Liaising with internal departments and external clients, custodians, service providers to ensure all queries are resolved and the enhancement of any procedures.
- Reconciliation for JP, BNY & BBH A/C's.

Computer Age Management Services (CAMS) Pvt. Ltd.

Business Support Officer [Jan 2017 - Aug 2018]

- Worked with CAMS as a Business Support Officer. I was responsible for handling the direct customer relationship for Kotak Mahindra Mutual Fund. Prior to that I was working as RM for Aditya Birla Mutual Fund.

QUALIFICATIONS

Master of Business Administration (**MBA**) [Year 2014 - 16]

Major: **Finance** (Score: 62%)

Bachelor of Engineering (**BE**) [Year 2010 - 14]

Major: **Information Technology (IT)** (Score: 60%)

STRENGTHS

- Willingness to Learn.
- Leadership and Management skills.
- Good Communication skills.