

Shashi Singh

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CAREER SUMMARY:

- MBA in finance with over a decade of expertise in Capital Market and Investment Banking & other Financial Services. Proficient in Business Process Management, Business Process Re-Engineering, Change Analysis, Operational Management and Training.
- Currently working with TATA Consultancy Services as **Team Leader** in banking Operations and fulfil the responsibilities of Client On-boarding, KYC, maintaining static data & financial data in internal systems on time & accurately. Responsible for maintaining the Limit data in the MLC (Murex Limits controller) application & other Risk applications.

SKILLSETS & COMPETENCIES:

- Lean, Six Sigma Green Belt, Data Analysis, Problem Solving, Process Improvement, Decision Making
- Client On-boarding, KYC, Credit Risk data management, Funds reconciliations, Bloomberg, MUREX,
- AWS, IAM, EC2, S3, VPC, MS-Excel, Power-point, Word, C, C++

PROFESSIONAL EXPERIENCE

TATA Consultancy Services (Oct 2015 - Till Date)

Project 1 - Lloyds Banking Group

Designation - Team Lead

- Serving as Team Leader, handling team of 8 members
- Delegate works to team members on daily basis & manage team to adhere TAT and SLA effectively
- Facilitate weekly & monthly calls with Senior management & Onshore business unit
- Prepare & showcase the various MIS such as KPI's, MOM's, Capacity utilization, absenteeism, attrition, RCSA, RCA to the TCS management & Stakeholders for effective decision making
- Prepare SOP, process Map-flow, repository docs & questionnaire to ease the process and reduce errors
- Conduct calibration activities & brainstorming sessions to improve the process & add values

Key achievements:

- Part of SDLC Model Business Process Management where I have played a role of a Business Analyst
- Gathering requirements, understanding As-Is and modelling to-be process, inputs into UAT management including test artefacts review, implementation of support and roll into production environment
- Implemented LEAN and Six Sigma tools and techniques to optimize processes and saved \$5806
- Eliminated manual static changes by automation & reduced work by 55% with 100% accuracy
- Conducted time & motion study to identify areas for improvement and increase work efficiency by 15%
- Performed root cause analysis to identify & eliminate problems, resulting in a 25% reduction in defects

Project 2 - Lloyds Banking Group

Designation – Senior Analyst

- Managed daily BAU operations & customer onboarding in internal applications (MUREX, ICRS, COG)
- Monitor and ensure compliance with KYC regulations to mitigate risk and maintain regulatory standards for customers
- Responsible to do Credit Analysis and Rating part for different portfolios as per client's standard procedure
- Maintained credit limits and static data of clients across risk applications timely & accurately
- Fed the correct PD ratings, collaterals, credit limits, and exposures in various internal systems
- Ensured 100% accuracy by reviewing all work completed by team members before sending signoff

BNY Mellon International INDIA Pvt Limited (Jan 2014 – Sep 2015)

Designation – Operations Analyst

- Performed portfolio reconciliation of client's cash and position holdings
- Investigating Holding differences by referring to Corporate Action log & Accounting system
- Investigated price differences using Bloomberg and internal accounting system
- Collaborated with cross-functional teams to resolve discrepancies in a timely manner
- Responsible for carrying out daily asset reconciliation activities to ensure accurate & timely reporting of financial information.
- Disclosing holdings to Issuers post verification of valid legislation as per the UK Company Act 2006.

India Infoline Limited (Sep 2012 – Jan 2014)

Designation – Relationship Manager

- Accurately execute trade orders from clients using trade-terminal
- Provide in-house research calls to assist clients in volatile market & to generate revenue for the comp
- Assist clients in diversifying their capital based on risk factors such as age, income, and liabilities
- Grow client base through referrals & cross-selling of other financial products (NCDs, bonds & insurance)

Academic & Certifications:

- **MBA (FINANCE)** from Institute of Business Studies & Research Pune in 2010, secured 63.2%
- Certified **AWS** solution associate, hands-on experience in implementing cloud solutions using AWS services such as IAM, EC2, S3, VPC, Autoscaling, load balancing, Lambda, and Cloud Security.
- Completed C & C++ program from Seven Mentor Institute, Pune
- Capital & derivative module certification from NCFM & NISM India
- Diploma in MS Office form Allahabad University