

Sneha Neeraj Tikar

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Flat no-1, opposite Paranjpe building, lane no-9, Girikrupa apartments, Prabhat road, Pune-411004

1. EXPERIENCED INVESTMENT BANKING PROFESSIONAL

- Proficient and self-motivated investment banking professional, with 5 years of experience within Asset Services; Seeking challenging career assignments & enhancements in Investment Banking.
- Hands on Swift Messages, E-spear, DB Trader, Bancs, Detail oriented, with a proven ability to successfully contribute to the organization's objectives.

2. CITICORP SERVICES INDIA LIMITED

- Proficient in Transition, Resiliency, KOPs, KPIs and Risk & Control.
- Hands on experience on Swift messages, Setting up company's Events, Action source
- Hands on experience on core income payment processing (Dividends and Interest)

3. DEUTSCHE BANK OPERATIONS INTERNATIONAL

- A Subject Matter Expert in Functional aspect of process and domain.
- Proficient in Transition, Resiliency, KOPs, KPIs and Risk & Control.
- Hands on experience on Bancs, Swift messages, Setting up company's Events, E-Spear

4. Asset Services - Announcement & Notification Process

- Have led initiatives & projects on the process function front, been part of collaborative call with Middle Office, Onshore Line Managers and counterparties.
- Data analysis (Qualitative & Quantitative check) - Onboarding of new data provider and setting up new announcements announced by the Companies.
- Process efficiency - Removing NVA activities.
- Process Automation/Optimization E.g Disclosure - Impacting cost save.
- Product enhancement request, Detecting defects.

5. Supervisor - Investment Banking & Custody Operations - 2015-2018

- Supervising/Managing Daily Operational functions for Local Custodian & Global Custodian Operations for Global markets (Singapore, Hongkong, Tokyo) across dual location- Pune & Bangalore.
- Processing corporate actions for Equities & Debt securities through tools like Swifts MT564/MT568/MT566, MT599 DTC, LSE, Euclid, London Stock Exchange, Local Agents, and Group Mailbox etc .
- Capturing & Notifying Mandatory & Voluntary Corporation Actions likes Stock Dividend, Stock Split, Name Change, Cash Dividend etc.
- Executing 4 eye checks, handling of escalation, complex query and system issues, EOD control function & keeping desktop procedure updated.
- Supervising team of new recruits, allocating and delegating work, training and updating team with the latest trends & techniques across markets (event specific, system related, client related) to develop team and increase its efficiency.
- Partnering with various application owners/teams to drive strategic enhancement within Custodian/ Agents.
- Internal & External counterparts.
- Vendor Sources etc.
- Communicating with internal & external Agents, and other division/ department for queries, resolution & areas of improvements.
- Assist manager in dealing with ad-hoc issues and streamlining operational processes to reduce risk and improve efficiency. Initiating and documenting procedure enhancements.
- Perform root cause analysis on incident reporting & procedure breaches.
- Listen well and be receptive to others ideas and suggestions, encouraging open and collaborative dialogue among team members- convey the same to the managers and help the members to implement the same.

6. Analyst - Investment Banking & Custody Operations - Dec 2013 to May 2015

- Enriching Corporate Action data by reviewing and analyzing the terms & condition from Custodians and HKEX website. Interpreting complex global voluntary corporate actions, event terms, market regulations, and practices and accurately reflecting the information in the form of an event notification.
- Ensure queries are logged and acknowledged/responded within 24 hours; provide thorough investigation in case of sensitive / risky items, and follow-up on pending queries with operations.
- Interact with custodians, sub-custodian and Companies; handle queries; provide analysis and guidance of corporate action notices to client queries.
- Understanding of systems such as DB Trader, E-Spear, Euclid, along with MS Word and Excel. ■ Served as backup for Senior Corporate Actions Analyst. Assisted in the training of new employees, make sure they get detailed level of understanding of Corporate Actions both voluntary and mandatory ■ Capture compile; analyze processed data from multiple sources via MT 564 from HKEX and MT568 via Group Mail box in mandatory corporate
- action events for all markets. Determine key market data to include event type, rates, dates, terms, etc. Notify voluntary corporate actions to clients via manual tool Notes lite.
- Running and creating other announcements control reports.

- Escalating all material risk items and service issues to Supervisors/Manager on a timely basis. ■ Sound knowledge of work-flow priorities and deadlines of processing areas that interface within the department.
- Responsible for coordinating the operations & ensuring that they were in accordance to planned objectives.

7. PROFESSIONAL AND EDUCATIONAL DEVELOPMENT

- Bachelor of Commerce in (International Banking and finance) from Wadia college, Pune with 72.83% in 2013
- 10+2 from S.M Choksey Junior College, Nashik with 70.16% in 2010
- 10th from St Clare's Girls High school with 74.15% in March-2008.

8. ACHIEVEMENTS AND AWARDS

- Received the confirmation of employment within 6 months of joining.
- Being declared as a process Supervisor within 2.7 yrs.
- Successfully set up the resiliency site at Pune location.
- Received award for best performer within team.

9. PERSONAL DETAILS

- Date of Birth : 02nd July 1992
- Age:29 yrs
- Gender: Female
- Marital Status: Married
- Languages Known: English, Marathi, Hindi

I solemnly declare that the statements made by me in this resume are correct to the best of my knowledge

Sneha Neeraj Tikar