

Mrs.Harshada Yeole
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PROFILE

Senior Associate of Financial Services Operations with **5** years of experience in transactions processing team. Good experience in handling client account records and trading market.

EDUCATIONAL DETAILS

Qualification	Year of Passing	Class	University
M.B.A Finance (Correspondance)	Pursuing	-	Welingkar Institute of Management Development & Research.
M.Com Finance	2021	First	R.A.Podar College of Commerce and Economics, Mumbai University.
B.Com Finance	2017	Distinction	R.A.Podar College of Commerce and Economics, Mumbai University.
H.S.C.	2014	First	Maharashtra Board, Maharashtra
S.S.C.	2012	Distinction	Maharashtra Board, Maharashtra

EMPLOYMENT HISTORY

Senior Associate of Financial Services operations (UK) (SS&C – DST Worldwide Service)

Mumbai | Jul-2020–Still working

Role & Responsibility:

- Worked on HK deal project which is received each and every start and end of the month. These project relates to investment of Hong Kong clients as per different types of portfolio or fund split for specific amount given by client.
- Experience in Transaction Processing Team (Quality Checker)
- Working in AWD 10.9 software UK capital market at Transaction processing & transfer agency vertical where responsible for maintaining and updating client account.
- Responsible for client account records, trading market, look after for trade settlement.

- Dealing with transaction pertaining to Investment, Redemption, Switch, Conversion and Stock Transfers etc. for Individual as well as Corporate clients.
- Quality checking of completed tasks before they go through trade cycle.
- Trading in Financial Market.
- Updating and keeping records of client investment.
- Meeting Valuation point.
- Fulfilling client expectations.
- Handling office operations.
- Handling escalations.
- Handling different Management companies in a professional and prompt manner.
- Ensuring daily deliverable are delivered by the defined deadline and exceptions escalated in case of delay.
- Maintaining a successful working relationship with client.

Software used : Advanced-Excel, AWD 10.9 Software

Associate of Financial Services operations, Atos | Syntel

Mumbai | Apr-2018–Jul-2020

Role & Responsibility:

- Using AWD 10.7 software placing deal of Investment, Redemption, Transfer instructions for individual as well as corporate client.
- Ensuring completion of assigned tasks on time.
- Working as a backup and assigning tasks to team members.
- E-Working on financial terms with a dealing tolerance of £1 Million for client within the dealing cut offs (Valuation Point).
- Quality checking of completed tasks before they go through trade cycle.
- Handle routine email, fax and follow up queries from client.
- Timely training of team members on procedure and system updates.
- Solving queries of team members with regards to processing transactions & BAU tasks.

Software used : Advanced-Excel, AWD 10.7 Software

TECHNICAL SKILLS

- Advanced Excel
- AWD 10.9
- Tally ERP 9
- PowerPoint
- GCC – TBC English 30 wpm
- MS-CIT

SPECIALIZED SUBJECTS STUDIED

- Business Economics
- Management Accounting
- Financial Management
- Cost Accounting and Auditing
- GST

ACHIEVEMENTS & ACTIVITIES

- Performance Award for Oct-2022
- Performance Award for Sept-2022
- Performance Award for Mar-2022
- Performance Award for Feb-2022
- Performance Award for Nov-2021
- Performance Award for Oct-2021
- Syntel SPOT Recognition for May-2020 Got Appreciation for maintaining service levels and managing customers incredibly for last two months and got appreciation mail from the client for the same.
- Syntel SPOT Recognition for Jan-2020 Achieved 100% score in Nelly
- Syntel SPOT Recognition for Nov-2019 Got Appreciation for giving 100% Quality for Oct-2019.
- Syntel SPOT Recognition for Aug-2019 Got Appreciation for actively participate in NGage Event (Dance Performance).
- Titan of the Month Award for Jun-2019
- Syntel SPOT Recognition for Jun-2019 Got Appreciation for impressive performance for HPC presentation.
- Syntel SPOT Recognition for Feb-2019 Appreciation received for support and skills shown for making HPC presentation.
- Syntel SPOT Recognition for Sept-2018 Got Appreciation for learned maximum work type in short period of time.

HOBBIES

- Crafting, Dancing & Singing

PERSONAL PROFILE

Date of Birth : 16th Sept 1996

Marital status : Married

Current Address : Flat no.-303, Asha Empire, Gokul Colony, Dighi, Pune - 411015,.

Languages known: English, Hindi, Marathi.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear responsibility for the correctness of the above-mentioned particulars.

(Harshada Yeole)