

About me

Jyoti Bahirwani

Chief Operating Officer
– Support Role



CAREER OBJECTIVE

To work in a stimulating and challenging environment that would facilitate setting-up the foundation of my professional career while contributing to business growth.

Languages

- English
- Hindi
- Marathi
- Sindhi

Strengths & Efficiencies

- Keen Learner
- Hard working & persistent
- Good Communication Skills
- Adaptable to different situations.
- Good leadership quality

Proficient at:

- ✓ MS Excel
- ✓ MS Word
- ✓ MS PowerPoint

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Kandivali West, Mumbai - 67

Experience

November 2021 – Present

Chief Operating Officer – Support Role Morgan Stanley (Department: Regional Divisional Management)

Working with a dedicated team under the Executive Director on overseeing key tasks of operations which include:

- Occupancy related activities
- Covid-19 Infrastructure related deliverables (placing new requests and return request from staff)
- MIS related Activities
- Ensuring that time bound activities/updates are delivered within stipulated timelines and accepting responsibility for individual tasks as needed.

July 2017 – March 2020

Analyst

Morgan Stanley (Department: Prime Brokerage)

- To maintain database on Morgan Stanley's system by keeping track of hedge funds performance, which is used by global
- Analysing and preparing a summary based on the weekly data received send it out to the top-level management for further analysis.
- Daily reconciliation of positions, transactions, pricing of portfolios for multiple clients.
- Keeping an accuracy check on the data and rectifying it based on the available information.
- Effectively handling ad-hoc requests for development of new databases from multiple hedge funds.
- Support various operational personnel by maintaining MIS to track the nature of query and time spent on it for various prime brokerage clients.

Education

2016 – 2018 | University of Mumbai

Masters in Commerce (M.Com) [Score: 60.50%]

2013 – 2016 | Jai Hind of Commerce and Economics

Bachelor of Commerce (B.Com) [Overall A Grade]

2013 | Jai Hind College of Commerce and Economics

Higher Secondary (HSC) [Score: 75.33%]

Activities & achievements

- ✓ Completed **MS-CIT** course with a score of 89%
- ✓ Successfully completed 'Project Management' and 'Time Management for professional and personal productivity' online courses with **University of California Irvin Extension**
- ✓ Core Committee Member of Reading Room Society, where we organize workshops and encourage more and more students to inculcate reading habits
- ✓ Won 'Best message in Video' in Jai Hind Advertising Festival