

# Sana Juveria Shaik

CORPORATE ACTIONS ANALYST

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Nellore, Andhra Pradesh , India

## SUMMARY

Experienced and detail-oriented professional with a strong background in Corporate Actions and Investment Operations within the financial services industry. Adopt at managing complex corporate actions processing and investment operations while ensuring regulatory compliance and delivering exceptional client service.

## SKILLS

Corporate Actions Processing	● ● ● ● ●	Communication and Collaboration	● ● ● ● ●
Regulatory Knowledge	● ● ● ● ●	Problem-solving	● ● ● ● ●
Risk Assessment and Management	● ● ● ● ●	Regulatory & Portfolio Compliance	● ● ● ● ●
		M S Office	● ● ● ● ●

## EXPERIENCE

### Senior Process Analyst (Corporate Actions & Investment Operations in U.S. based Mutual Funds)

**Broadridge Financial Solutions** Aug 2019 - Present

- Analyzing offering documents of U.S. based mutual funds and Annual reports.
- Extract and deliver brief information from compliance documents related to US Mutual Funds filed with SEC to clients on a daily basis.
- Segregation of Mutual Funds filings from SEC database such as Prospectus, SAI, Supplements, Annual Reports, Semi-Annual reports and Proxy Statements.
- Processing US Mutual funds compliance data from Edgar database filings to assist financial advisors like broker's dealers, Institutional investors & Retail investors.
- Analyzing and updating Corporate Events like Mergers, Liquidation, Reorganization, Stock split, Name changes, Class conversions
- Works with External Fund Managers to process all fund closures, mergers and share class conversions
- Responsible for collecting and processing Data from NASDAQ (Tickers), S&P Global (CUSIP) and map them within our internal system
- Works with Asset and Cash reconciliation teams to ensure any cash / asset breaks created as a result of a Corporate Action
- Corporate actions processing (dividends, mergers and acquisitions, stock splits)
- Regulatory compliance (SEC regulations, FINRA rules)
- Familiarity with investment instruments (equities, fixed income, derivatives)
- Data analysis and reporting

## EDUCATION

### Master of Business Administration ( Finance )

**Sri Venkateswara University** Jun 2017 - Jun 2019

Tirupati , Andhra Pradesh

### Bachelor of Computer Applications (Accounting And Computer Science)

**Sri Chandra Reddy Degree College** Jun 2014 - May 2017

Nellore , Andhra Pradesh

## LANGUAGES

English	● ● ● ● ●	Telugu	● ● ● ● ●
Hindi	● ● ● ● ●	Urdu	● ● ● ● ●