**CURRICULUM VITAE**

**GARUNA SHARMA**

ADDRESS: Khasra No.13/16,  
G Black gali no.3,   
Rajiv Gandhi Road,   
Swaroop Nagar New Delhi, 110042  
Contact No. 8826940259

Email ID:-[Garunasharma2@gmail.com](mailto:Garunasharma2@gmail.com)

**CAREER OBJECTIVE**

* To succeed in an environment of growth and excellence to acquire a position that provides me with an organisation to learn and contribute to the success of the organization.

**PROFESSIONAL EXPERIANCE**

**GENPACT**

Process Associate (Domain-Portfolio Management)

(November 2015 To June 2018 )

**IHS MARKIT PVT.LTD.**

Worked as Outsourcing delivery Analyst (Domain Loan Syndication)

(June 2018 to May 2021)

**KEY RESPONSIBLITIES**

* Experience in portfolio management as a performance analyst.
* Worked on managed and non managed accounts.
* Give feedback to the clients on the securities of the bank details which have been purchased by the clients.
* Worked as a HR catalyst.
* Settling trades correctly in WSO based on the trade documents like funding memo and assignment agreement sent by client as per their one offs instructions.
* Quality check for the trade settled in WSO against the trade document and notify the team in case of any mismatch/ missing document.
* Created SOD and shift breakout to distribute among the team.
* Compare two sets of records in Cash reconciliation
* Complete the reconciliation files with the given deadlines.
* Take out the report on daily basis to quality check.

**EDUCATIONAL QUALIFICATION**

* Completed MBA from Nimbus Academy of Management. Dehra Dun
* Completed BBA from Institute of Technology of Management. Dehra Dun
* 12th pass from U.K. Board in 2010
* 10th pass from U.K. Board in 2008

**TECHNICAL SKILLS**

* Three months diploma in MS Office from ITM college Dehra Dun.
* One year diploma in computers.

**INTERNSHIP**

* 30 days industrial summer training on human Resource management in ICICI Prudential.

**STRENGTH**

* Hardworking and sincere

**ACHIVEMENTS**

* BDEP certified.
* Awarded twice with bronze award.
* Recognized twice with certificates from client side.
* Played Floor Ball at National Level.
* Social services certificates.
* Participated in various activities at school and college level.

**PERSONAL DETAILS**

Name: Garuna Sharma

Father’s Name: Mr. Rajender Kumar Sharma

Date of Birth: 30th September, 1991

Gender: Female

Civil Status: Married

Nationality: Indian

Religion: Hindu

Languages: Hindi and English

DECLARATION: The information provided above is correct and complete to the best of my knowledge and belief.

Date: / /

Place: Delhi (Garuna Sharma)