VARSHA BAJPAI

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ASPIRING FINANCE PROFESSIONAL

PROFILE

* 8+ years of experience in Investment banking domain with extensive knowledge of derivatives product such as rates and equity (Swap, options, Index Swap, share swap, synthetic index future swap)
* Expertise in Reconciliation, being a part of product control team worked on tools like TLM and MS access that classify further investigation with multiple teams to solve the queries which has been generated while reconciling.
* Expertise in Derivatives Confirmation that includes confirmation Affirmation, drafting, chasing and execution along with issue resolution in case of any mismatch
* As a management trainee proven success in coaching, mentoring and motivating team member to enhance and improve their skills.

CORE COMPETENCIES

* Trade product Knowledge (Rates and Equities)
* Product Control
* Deal Reconciliation
* Trade Processing (Affirmation & Confirmation)
* Evaluating risk parameters
* Product Control
* LIBOR Transition

PROFESSIONAL EXPERIENCE

***EXL India Pvt Ltd***

***August 2021 – Till date***

***Designation – Lead Assistant Manager(Sr.Consultant)***

* Working on Affirmation, confirmation and Reconciliation processing with derivatives products like IRS, Cross currency swaps, TRS – Equity swaps, Treasury products like Loans/Deposits, FX, FX forwards, NDF, Options and Futures.
* Reporting to authorities the bank wide exposure to IBOR’s and RFR’s
* Source, cleanse and report all the trades impacted by transition from LIBOR to alternative rates
* Supporting other reconciliation teams or trade support or similar non-Back Office line function in an Investment Bank or equivalent institution.
* Ensuring the queries pertaining to deliverables are promptly responded with active business engagement
* Providing assistance to the manager in day-to-day and periodic reporting requirements

***HSBC Electronic Data Processing India Pvt Ltd. (on payroll of Randstad India Pvt Ltd)***

***November 2020 – May 2021***

***Designation – Senior Business Analyst***

* Delivering daily business controls (Reconciliation and Manual Journals) pertaining to the Global Markets business.
* Ensure service delivery of Accounting Control - MMO processes as per the standards set out in agreed SLAs within the HSBC Global Resourcing operating framework
* Assisting with production of reconciliations, investigation & root cause analysis of breaks including accounting adjustments to be posted to the Sparc and PC portal..
* Produce accurate and timely management information in conjunction with the teams.
* Updating and maintaining process manuals (SOPs).
* Identify opportunities for improvements. Participate in strategic and tactical change projects undertaken in respective businesses.
* The reconciliation of front office vs back office vs ledger balances across multiple asset classes.

***RBS India Pvt. Ltd***

***February 2018 – March 2020***

***Designation: Senior Analyst***

* Working for Investment Banking Division - Operations department for Interest Rate Trades
* Exchange the Signed confirms with the CP after resolving all the discrepancy and execute the trade - Interest Rates Swaps and Fx
* Issuing paper confirmations for equity and Exotic products
* Reconciling transactions with portfolios.
* Assisting Middle and Front office for Trade Bookings and Trade Capturing.
* Contacting client for follow-ups and quicker resolution of query
* Preparing and reconciling daily/weekly report to ensure the trade flow in line with EMIR guidelines.
* Confirming Deals Electronically as well on paper.
* Ensure new trades & amendments are matched in system with booking or trade recap.
* Involved in affirmation and confirmation of all parameters of various interest derivative products headed: - Interest Rates Swaps.
* Managing queries raised by client in various business regions.
* Performing root cause analysis to improve controls in the transaction cycle, implementing new controls to eliminate persistent problems.
* Resolving T+2 trade queries within coming from other MO’s, Documentation or P&L or IT teams.
* Review and amend trade bookings, preventing future settlement and risk management issues.

***Genpact India Pvt. Ltd***

***June2016 – February 2018***

***Designation: Management Trainee***

* Dispute management specialist for an American FMCG products company which includes trade payment to customers for the promotional events run by the company
* Working on different tools like TPM, Siebel & SAP to clear the deductions, payment of invoices, and payment through PO
* Trained new joiners batch for US region.
* Handling calls with clients in order to resolving dispute over payment.
* Multiple reporting to management on daily basis.
* Indexing of Invoices for further processing
* Monitoring accounts to ensure payments are up to date
* Preparation of report depicting team’s productivity on monthly basis

***BA Continuum India, Gurgaon (Bank of America)***

***September 2012 – June 2016***

***Designation: Senior Financial Analyst***

1. **Derivatives (OTC Trade Confirmation / Drafting)**

* Working for Investment Banking Division- Operations department for Interest Rate and FX trade, equities.
* Exchange the Signed confirms with the CP after resolving all the discrepancy and execute the trade – Structured trades, Interest Rates Swaps & Credit default swaps
* Assisting Middle and Front office for Trade Bookings and Trade Capturing.
* Also involved in affirmation of trades for platinum clients, which was done through MARKIT, DTCC (Electronic Platform).
* Confirming Deals Electronically as well on paper.
* Ensure new trades & amendments are matched in system with booking or trade recap.
* Involved in affirmation and confirmation of all parameters of various interest derivative products headed: - Interest Rates Swaps, Credit default swaps and Equity (structured) confirmations etc.
* Managing queries raised by client in various business regions.

1. **Equity Derivatives (Trade Confirmation /Drafting)**

* Issuing paper confirmations for equity and Exotic products (share swap, index swap, synthetic index futures)
* Investigating on queries raised by client
* Working in equity drafting process called “Equity Derivative Issuing”
* Will ensure, trades get drafted and issued to client correctly as per booking
* Equity exotic derivative products cover- Total return share swaps, Price return share swaps, Index return swaps and Synthetic index futures
* Matching trades agreement, validity and legal languages as per ISDA guidelines
* Reconciling a number of front, middle and back office booking systems to match trade economics
* Preparing various team reports to support management requirements
* Handling weekly business call

AWARDS & ACHIEVEMENTS

* Best performer award (January 2013 and June2014) (BOA)
* Prepared Process Map (BOA)
* Promoted as Senior Analyst in December, 2014(BOA)
* Best performance silver award in September 2017 (Genpact)

EDUCATIONAL AND PROFESSIONAL DEVELOPMENT

Master of Business Administration, (Finance), 2010-2012

IBM, C.S.J.M. University Kanpur, U.P

Bachelor of Business Administration, 2006-2009

IBM, C.S.J.M. University Kanpur, U.P

Varsha Bajpai