RESUME

Name – Nidhi Sahnan

Address –Sector 1 Shiv Sadan Apartment

Beside Shiv Mandir, Airoli, Navi Mumbai

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**Career Objective :-**

To work for an organization which will provide a learning and challenging environment to work for in way which will give me a personal and professional growth.

**Qualification details:-**

|  |  |  |
| --- | --- | --- |
| Degree | Board / University | Division |
| Master of Business Administration | R.D.V.V  (HR & Finance) | 1st Div |
| Bachelor of Commerce | R.D.V.V | 1st Div |
| Higher Secondary (12th) | M.P. Board | 1st Div |
| Higher Secondary (10th) | C.B.S.E. Board | 2nd Div |

**Extra Qualification:-**

Diploma in computer Application (D.C.A.)

**Experience:-**

* I'm working in “State Street Syntel Services Private Ltd” from 10th Oct 2018 till present. I work as Associate for State Street. I have knowledge of Global Corporate Action Solution, Multi Current Horizon (MCH) and Bloomberg.
* I worked at “Refteck Solutions Inc” from 2nd Mar 2016 to 31st Aug 2018. I worked as Purchase Associate as well as in Administration department for different clients .Also worked in Project Management Software which helps us to keep a track of every detail and every task to ensure all elements are in place. It enables us to do it more accurately, thereby decreasing our costs. It helps to manage and track projects, deadlines, schedules and Workflow process.
* Vendor management on SAP
* Worked on Purchase Order and well versed with SAP
* Maintaining and providing weekly and monthly report
* Maintenance and reporting of MIS
* Overview of TAT management
* Managing review sheet prepared on time through domain owner
* Follow up and coordinating with the team for PO and post arrival amendment
* I worked at “ eClerx Services Ltd ” from 15th Apr 2014 – 15th Feb 2016 .I have worked under the following process :-

Client **Data Mapping (CDM):-**

* In Client Data Mapping (CDM), we analyze and map thousand of source Ids from different source system to best represent the bank’s relationship with its client.
* Research of Legal Entity Identifier (LEI) by using various government websites and the mapping of source system codes to the client database.

**Brokerage Settlement for American Investment Firm:-**

* In Brokerage Settlement , the client has backlog of 11,000 EGUS (Electronic Give-Up System) agreement which defines the contractual and financial requirement between the Executing Broker(EB), Clearing Broker(CB) and End Client which had to be coded into a third party Futures Industry Association (FIA) platform called EGUS to settle brokerage cashflow electronically .
* Rates schedules are included within the brokerage agreement which are entered into FIA industry platform and EGUS are used to calculate and settle receivable or payable obligation.

**Trade Confirmation:-**

* In Trade Confirmation, the trade is done on different asset classes such as FX, CD, EQ, CMD and IR.
* Once the trade is done between the buyer and the seller the documents are to be drafted by the drafting team to be sent to client for verification and signatures and once drafting of docs is done then it comes for filling.
* In filling , the documents are in the pdf format and we analyze and review the whole document if there is any discrepancies then it should be file as “Icon Discrepent ” otherwise it should be file as “Clean Discrepent”
* Have undergone 45 days summer internship in Commercial Automobile Private Limited (Jabalpur).

**Achievements:-**

* Batch holder in class 12th.
* Have won 3rd prize at state level competition.
* Have given Spot Reward at “eClerx Services Ltd” for becoming the 1st five auditors and performing BAU work.

**DECLARATION**

I hereby declare that all statements made above are true and correct to the best of my knowledge and belief.

Place: - Navi Mumbai Nidhi Sahnan