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| **SS**     **Saumya Saxena** |
| **Pune, Maharashtra 411057     •     982 161 8167     •     saumyasaxena00@gmail.com** |

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|  | **Summary**  Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.    **Experience**    **Team Developer**, 12/2021 - 10/2023  ***Bank Of America*** - Pune, Maharashtra   * Derivative Documentation & Trade Confirmations: Review and understand new agreement terms and documentation * Contribution in development and management of audit lifecycle event, including process walk-through documentation, tests of design and effectiveness, remediation, reporting and interaction with counterparty * Working for middle office with confirmations of trade with different Counter parties on daily basis * Co-ordinate internally with trade capture, confirmation and valuation team and update the economic details and original confirmation details in the draft * Possess a thorough understanding of ISDA documentation and its implications for the confirmation process * Perform monthly and daily collateral management of OTC derivatives in accordance with the credit support annexes (CSA) and policies.     **Senior Team Member**, 02/2020 - 11/2021  ***Bank of America*** - Gurugram   * Reconciliation & Asset Management: Reconcile Custody positions daily, activity includes researching differences and resolving them in an accurate and timely manner * Managed the reconciliation and matching of corporate dividend * Maintained operations by following policies and procedures, reporting needed changes * Reconciled unmatched trades, transactions, and corporate actions, resolving discrepancies * Worked on change management tools and modified * Managed the reconciliation and matching of corporate dividend payments against issuer records and shareholder accounts * Application Review-Cares PPP Loan Forgiveness: Prepared and submitted accurate and timely PPP loan forgiveness applications, resulting in the approval of [mention the amount if applicable] in forgivable loans * Developed and implemented internal processes and documentation systems to streamline the loan forgiveness application process * Demonstrated strong attention to detail in verifying calculations and ensuring accuracy in loan forgiveness applications * Played a key role in maximizing the company's financial relief through the Cares PPP Loan Forgiveness program during the COVID-19 pandemic.     **Derivative Analyst**, 10/2016 - 12/2019  ***Mansukh Securities & Finance Ltd*** - Delhi, Delhi   * Determined and confirmed derivative trade regulations and terms handling operational process * Lead on research and analysis of derivatives using various computer applications and software * Managed a trading desk and mentored junior traders, leading to improved team performance.     **Education and Training**    06/2017  **MBA: Finance And Marketing**  ***Jaipuria Institute of Management - Ghaziabad***    06/2015  **BBA: Finance**  ***CSJMU-Kanpur*** |  |  | **Skills**   * Derivative analysis * Financial Analysis * Trade Support * Trade Reporting * Trade Confirmation * Data Analysis and Reporting: * Trade Processing Systems * Compliance and Regulations * Documentation * Trading platforms and software proficiency     **Softwares**   * CQG trader * Boltplus (BSE) * ODIN (NSE) * Booking * Global Templates * SharePoint * GRS * URSA * VISA * EDP * GWA * PEGA |  |

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