**Gayatri Chhagan Jagtap**

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**Job Profile and Description**

A result-oriented business professional with proven ability in strategic planning, improving efficiency of operations and detailed project information to determine effective processes for operations with **6 years** **7 months** of rich experience in the **Investment Banking – Capital Market** **Sector** including **a leading Investment Manager and Custodian PIMCO, State Street etc.** Able to identify areas of strength and weaknesses and implement company policies, standards, changes in operations, and systems that optimize productivity and bottom line.

**EMPLOYMENT RECORD**

**Previous Employer**

* Company: State Street Syntel Services Pvt. Ltd.
* Designation:SeniorAssociate
* Duration: January 2017 – January 2022
* Process: 1. Operation Support (from January 2017 – April 2018)

2. Pricing (from May 2018 – January 2022)

**Current Employer**

* Company: eClerx Services Ltd.
* Designation:SeniorAnalyst
* Duration: January 2022 – Till Present.
* Process: Shared Services (FIA TECH Databank)

**As an Associate(Functional Role) in Operations Support:**

* Setup and maintenance of complex and standard custodians and broker settlement instructions for Bonds, Equity and Cash on various internal and external applications.
* Responsible for completely handling STATE STREET CUSTODIAN.
* Managing different projects with planning the resource for the maximum utilization.
* Trained new employees with the available source of information and analysed their work performances.

**As an Senior Associate(Functional Role) in Pricing**

* Send European pricing file request to multiple vendors for security valuation.
* All the pricing files should be loaded on or before it’s determined time, In case of any delay inform Banks and other parties.
* Research & reach out to vendor when their prices are not inline with other vendor.
* Extract files from vendor portal (IDC/PDI/REUTERS) and distribute to internal teams.
* Pull daily NAV files from FTP server.
* Ensure all NAV should be get priced, if any NAV breaching tolerance reach out to respective Banks and take confirmation from them.
* Calculate stale prices as per the client request.
* Prepared automated checklist for process to reduce manual work.
* Worked on derivatives.
* Calculating & uploading prices for exchange options, Futures, Swaps.

**As an Senior Analyst (Functional Role) in FIA-Tech Databank**

* Daily monitoring of exchanges & identify changes notified by exchange through circulars that need to be captured in Databank system.
* Providing continuous coverage of Position Limits & Exchange Fee Data across over 41000 global financial products.
* Execution role performed to ensure Databank repository is inline with the exchange data.
* Foreign Security Future – Calculating stock index weight of various derivative products, report based on Market Capital & prepare uploaders for the same.
* Contract Specifications - I have been monitoring 50+ exchanges researching and reconciling various contract specifications like tick value, contract name, contract unit, settlement method, option style and recording their Bloomberg code and performance to update on the client databases.
* Lead calls with client and worked as a communication link between team and client.
* Monitoring CFTC (a regulatory body which provides US investors information on Foreign Indexes).
* Reconciling details of Corporate Actions securities such as announcement date, effective date.

**Highlights:**

* Being “Senior Associate” responsible completely handling team in the absence of Team Leader.
* Handling queries, resolving doubts of team members in presence of Team Leader.
* Looking after the training & development of the team to meet the monthly target & ensuring zero error in the team.

**Awards & Achievements:**

* Received SPOT reward in the month of August 2017 & for the month of October 2018.
* Rewarded with “Adaptive Value Award” in the month of December 2018 for outstanding performance & for taking training for onshore team & performing the activity.
* Rewarded as “Syntel Champ” for the month of November 2017.
* Rewarded as “TITAN OF THE MONTH” for the month of JUNE 2019 for best performance among all team members.
* Rewarded as “Performer of the Week” from last few months.
* Prepared & won presentation related to process on the behalf of team.
* Active participation in every activity organized by company & also won prizes for many.
* Received huge appreciation from Client and Vertical Head for solely handling BAU during critical situation.

**Projects undertaken and other achievements**

* Successfully leaded 650+ bank changes from BBH to SSKC with Zero Error along with day-to-day activities.
* Trained Manager, Senior & a Junior along with day-to-day activities.
* Received appreciation from onshore for quickly learning the process & training team members as well.
* Gained knowledge of trade managements and operations e.g., settlements, operation support, trade management, Swifts directives, brokers, Custodians, SSIs, Claims
* Gained knowledge of different global markets as DTC, FED, Cedel, Euroclear and other Global markets.

**IT and other SKILLS**

* Good communication skills.
* Certification in MS-Office.
* Excellent Presentation Skills.

**Extra-Curricular Activities & Hobbies**

* National & All India Player in Ball Badminton for 2011-2016.
* Represented University of Mumbai 3 times at All India matches for 2013-2016.

**Academic Credentials**

* BBI from CHM College, Ulhasnagar- 2016 : 70%
* HSC from CHM College, Ulhasnagar - 2013 : 64.17%
* SSC from Guru Nanak High School, Ulhasnagar -2011 : 68.73%

**Personal Details**

* Date of Birth: 29th November 1995
* Nationality: Indian
* Marital Status: Single
* Languages Known: English, Marathi & Hindi.
* Address: Block A 4554, Samadhan Nivas, Behind Sunrise Apartment,near Aiyappa temple, Sane Guruji Nagar, Lal Chakki Road,Ulhasnagar -421004

**Date: Signature:**