

# GRACE SICHALI

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0899797713

## Summary

An innovative and passionate individual with regulatory reporting, operations, and financial systems experience. Possesses comprehensive technical capabilities with good knowledge of risks/controls, financial services, regulatory obligations and data analysis. Now looking for an opportunity to grow and progress in a challenging but rewarding role in a company with a fantastic reputation.

## Experience



### Regulatory Reporting Specialist

Bank of Ireland

Jan 2021 - Present (1 year 9 months +)

- Perform daily BAU controls and processes to ensure transactions are reported completely, accurately and on time
- Responsible for EMIR/DoddFrank submissions to the Trade Repository
- Preparation of monthly MIS for management
- Oversee daily reconciliation tools and processes built for ensuring completeness, accuracy, and timeliness of reported data
- Confirmation and settlement of all Treasury products
- Prompt resolution of queries as they are received
- Ensure all daily/weekly/monthly operational & SOx controls are adhered to
- Co-ordinate between Global Markets Front Office, Middle Office, Legal and Compliance, Technology, key external vendor systems, and other teams as necessary

### Junior Software Developer

Codemaker Limited

Oct 2019 - Aug 2020 (11 months)

- Worked as part of a software development team in an agile work environment
- Contributed to writing well testable and executable code
- Managed team diary and project documentation
- Responsible for hardware and packaging designs for products
- Contributed to identifying, investigating, prioritising and fixing day-to-day issues and bugs.



### Office Administrator

Adecco

Jul 2019 - Oct 2019 (4 months)

- Provided a high level of administrative support, such as handling guests, scheduling, reception, email management, event planning, etc.
- Review policy documents and/or endorsements for accuracy prior to submission to clients
- Ensured the staff had access to all required equipment, and files at all times.



### Customer Service Representative

Royal College of Surgeons in Ireland

Dec 2017 - Jun 2019 (1 year 7 months)

- Provided high level customer service in accordance with company's policies.
- Prompt resolution of customer queries and complaints as they are received
- Escalated customer inquiries to the responsible party quickly and accurately.

## Education

### University Of Malawi

Bachelor of Science - BS, Mathematical Sciences

2009 - 2012



### Technological University Dublin

Bachelor of Science - BS, Information Technology

2017 - 2020

## Licenses & Certifications



**Microsoft Excel 365** - LinkedIn

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## Skills

Analytical Skills • Microsoft Office • Problem Solving • Regulatory Reporting • SQL • Attention to Detail • Agile Methodologies • Oracle Applications • Summit • European Market Infrastructure Regulation (EMIR)