

Alla Zakharova
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work permit needed
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Back-office, operations, settlements

PROFESSIONAL EXPERIENCE

August 2013 – June 2019

Avientano Investments LTD, Limassol, Cyprus

Centroriver Securities LTD, Limassol, Cyprus

SBD Global Fund SPC, Limassol, Cyprus

Operations manager

Key responsibilities:

- Preparation and dispatching of funds' subscription and redemption documents; control of successful completion of the relevant event
- Interaction with Fund Administrators
- Post-trade activity, including cross-border settlements via Euroclear, Clearstream, Crest, DTC
- Derivatives and equities transactions, post-trade activity on OTC market
- CDS trades reporting to DTCC, calculation, reconciliation and transfer of premium amounts and coupons
- Update and control of relevancy of information in internal system (Calypso)
- Establishing relationships and liaising with third parties (banks, brokers, prime brokers, counterparties, custodians)
- Participation in corporate events of issuers (additional issues of shares, buybacks, voting, etc.)
- Support in audit process

June 2011 – August 2013

CentroCredit Bank, Moscow, Russia

Chief economist, capital markets settlements department

Key responsibilities:

- Derivatives transactions, post-trade activity on OTC market
- On-boarding procedures (KYC, Due Diligence) and subsequent liaising with third parties (brokers, counterparties, custodians, including non-residents of the Russian Federation)

August 2005 – January 2011

IFDK Kapital – Asset management company "Management-consulting", Moscow, Russia

Chief back-officer

Key responsibilities:

- Daily calculation of units' NAV, reconciliation with specialized depositary, reporting to financial markets regulator
- Execution of orders of the Investment Committee of the Company in the QUIK trading platform
- Preparation and execution of sale-purchase agreements, settlements on OTC market trades
- Liaising with third parties (brokers, specialized depositary, registrars) in the matter of post-trade activity
- Information disclosure
- Monitoring of corporate actions of issuers, preparing relative documents for buybacks and other corporate events

- Support in audit process

December 1997 – February 2004

Denholm Hall PLC, Moscow, Russia

Secretary, back-officer

Key responsibilities:

- Establishing the back-office (book-keeping and settlements) process from the inception
- Opening accounts and maintaining relationships with various third parties

EDUCATION

2011-2013 Moscow Financial – Industrial Institute
Banking and Financial Markets
(incomplete)

2001 -2003 Financial University under the Government of the Russian Federation
Finance management
(incomplete)

1995 - 1997 College of the Ministry of Internal Affairs of the Russian Federation
Qualification – Secretary – Records Manager

Licenses and skills:

CySec advanced certificate

Federal Service for Financial Markets – 1.0 brokerage, 4.0 depositary activities,

5.0 Mutual Investment Funds management

Securities Settlement and Reconciliation Messages-SWIFT

Knowledge of capital market operations and instruments

Knowledge of ISDA and GMRA

Knowledge of AML

Knowledge of corporate actions

Ability to work under pressure

Attention to details, analyzing skills

Problem solving and conflict handling skills

Commitment to work

Languages:

Russian – native

English – fluent

Greek – basic (A2 certificate)