

# Shamitha N

Castle 222 Flats Block No 44 Flat No 73,8<sup>th</sup> Floor

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## PROFILE OF QUALIFICATION

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- Detail-oriented accounting and finance professional with hands-on experience of 2 years in corporate action, performance analysis, fund accounting and reporting, reconciliations, custody operations and financial analysis
- Exceptionally organized with the ability to perform multiple tasks in a fast-paced environment, consistently meeting deadlines with accurate and detailed results
- Flexibility to adapt to changing environments, working independently and in a team while managing multiple deliverables
- Working experience of 2 years with all complex financial instruments such as Fixed Income, Equities, Derivative products and Short term investments.
- Excellent interpersonal and communication skills (written and verbal) for effective interaction with all levels of company management and personnel
- Highly proficient in variety of applications such as Bloomberg, MS Excel, Macros, Word and PowerPoint
- Recognized as a confident, high performing individual demonstrating enthusiasm and initiative

## EDUCATION AND QUALIFICATIONS

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### SSLC

Saraswathi Vidhyalaya Matriculation Higher Sec School

May 2010

### Higher Secondary

Leo Matriculation Higher Sec School

June 2012

### Bachelor of Commerce

Shri Krishnaswamy College Chennai

Specialization: Commerce

June 2015

## PROFESSIONAL EXPERIENCE

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### Income Operation NAV Process (Senior Analyst)

State Street HCL Service Pvt. Ltd.

Sep 2020 – Till Date

Project Overview: Dealing with all aspects of processing, collecting and posting corporate actions entitlements, identifying entitled clients, resolve exposure, past due entitlements and NAV calculation.

- Identifying the actions through various sources (Bloomberg, E-horizon, MCH) and MCH (Multi Currency Horizon) are State Street tools.
- Identifying the holders by analyzing custody and accounting systems to identify which funds own the security.
- Identify action steps required to ensure accurate processing of the all corporate action events with depositories and custodian.
- Process all daily as well as Monthly Hedge funds as well as Mutual funds which include all types of securities like Fixed Income, Equities, Derivatives, Short term investments.

- Post all corporate action trades using MCH (Multi Currency Horizon) Excel and Macros.
- Post all voluntary and non - voluntary corporate action events such as Mergers & Acquisition, Exchange offers, Tender offers, Dividend Reinvestment, Pay in Kind (PIK), Spin off, Name/Cusip change.
- Responsible for processing foreign and domestic corporate actions and responds to client enquiries in relation to corporate action event through e-mails and IMT (State Street Tool)
- Review all Data Correctly by comparing custody and accounting Reports.
- Review all corporate actions processed by the processors and correct it if require.
- Handling approximately 29000 Hedge Funds as well as Mutual Funds.
- Calculate & Validate NAV of a every Fund.
- Amending Issues with the help of Bloomberg such as updating pricing details, interest payments, and various corporate actions.
- Monitors, research and process corporate action activity in a timely and accurate manner and resolve exceptions related to corporate action activity.
- Complete the Action by observing the change in the market price of a security and match it with accounting.
- Consistently managing high volumes of work against fixed deadlines.
- Performing EOD (End of Day) check on daily basis
- Handling the Audit queries (internal and external audit)
- Preparing MIS on daily basis to reflect the activities performed by the team.

**Operation Risk & Controls (Process Associate)**  
**Tata Consultancy Service Pvt. Ltd.**

Sep 2015 – Mar 2017

Project Overview: Regulatory reporting, preparation and review of Portfolio of Investment, which includes all securities like equities, fixed income and short term investments.

- Will be working for **Morgan Stanley Audit Confirms**
  - We will verify the account details from Morgan Stanley and client requested entity account details.
- If it is not matched with Morgan Stanley accounts, we will inform to the client via scan copy with Morgan Stanley seal.
- Will be working in Morgan Stanley **External Reconciliation**
- In reconciliation, we will rectify the breaks, in the report **BONY, DTC & MEMO & CUSTODY**.
- **DTC**-Depository trust company, we perform the clearing process and settle trades in corporate and securities.
- **BONY**-Bank of New York, we will verify the breaks in the account. if there is no breaks we will inform to the particular client.
- **MEMO&CUSTODY**-We have to verify the report, if the accounts are balanced, and then there is no break in the report.
- **INTELLIMATCH**-It is an application use to perform daily reconciliation.(Securities Lending, Position service, Payroll, Settlement Baltimore, Private equity, Zero Balance accounts)

### **ADDITIONAL RESPONSIBILITY:**

- To maintain the procedural documents updated and signed off with client periodically
- To get in touch with any kind of process improvement or update and report to the management for same on monthly basis

### **ACHIVEMENTS:**

- Went to Mumbai for Process Transition.
- Received Internal/External Client appreciation.
- Received Start performer.

### **Personal Details:**

Name	: Shamitha N
Date of Birth	: 11.10.1994
Sex	: Female
Father Name	: Nagappan
Nationality	: Indian
Marital Status	: Married
Languages Known	: Tamil, English
Membership	: ROTARACT CLUB OF 3230 BOARD OF DIRECTOR (SERGEANT AT ARMS)

### **DECLARATION:**

I hear by declare that the above-furnished information is true to the best of my knowledge.

Date:  
Place: Chennai

Signature