

## VRINDA SHARMA

Mobile: (+91) 9810046244 \* E-Mail: [vrindasharma@hotmail.com](mailto:vrindasharma@hotmail.com)

Address: B-42, Mayur Vihar, Phase II, New Delhi – 110091.

Diligent and driven Investment banking trainer who has achieved success in a variety of roles with increasing levels of responsibility. An effective communicator and team-builder with strong analytical, management and organizational skills, brings expertise in listed equity and index options as well as extensive experience with regulatory inquiries and examinations, retail and professional trading practices and back-office functions.

### SYNOPSIS

- ➔ **PGDM (Financial Planning)** with over 5 years of experience in Middle office, finance Operations (Cash equities, Derivatives, fixed income, FX and trade life cycle,) production operations and Team Management.
- ➔ **Interpersonal Skills:** Mentoring skills, diversity skills; working with diverse people and culture, networking within the organization, networking outside the organization, working in teams; cooperation and commitment.
- ➔ **Transition** of process, involved in process migrations and prepared KOP for the same.
- ➔ **Supervise** daily activities of the team, perform complex tasks and act as a first level of escalation within the team.
- ➔ **Responsible** to ensure that all tasks assigned to the team are done accurately and all the exceptions items are followed up to resolution
- ➔ Solid **technical understanding** of the business, including strong knowledge of Trade Operations and Trade life cycle and a sound understanding of various investment products like Equities, Fixed income, Derivatives, Structured products and Exchange traded funds.
- ➔ Excellent in **time management** to prioritize work.
- ➔ **Independently manage** complex and challenging research assignments – either as a part of an ongoing client engagement, or as a part of business development efforts conducted by the entity.
- ➔ Quickly establish core knowledge and required skills through on job training with seniors by observing and participating in day to day actions.
- ➔ Efficient in interacting with clients for following up on unresolved issues, analyze and resolve problems, due-diligence, system study & analysis, reporting, etc., effective in ensuring high-quality customer experience, analyzing & enriching customer satisfaction while adhering to the SLAs and work processes

### ACADEMIC CREDENTIALS

2011	<b>PGDM (Financial Planning)</b> from International College of Financial Planning
2009	<b>Masters of Commerce (Accounts &amp; Finance)</b> from Annamalai University
2007	<b>Bachelor of Commerce</b> from Delhi University

### TRAININGS/CERTIFICATIONS

- ➔ 'Derivatives Market (Dealers) Module' and 'Capital Market (Dealers) Module' certification conducted by National Stock Exchange as a part of their certification course, NCFM
- ➔ 'Entrepreneurial Operations' Certification from Department of Management Studies, IIT, Delhi as a part of their short term course under continuing education programme.

- ➔ Microsoft Office Specialist Certification for Office Excel 2007
- ➔ Core Competence in Computing Certification from the academic council of NIIT

## PROFESSIONAL EXPERIENCE

### **Current Employment**

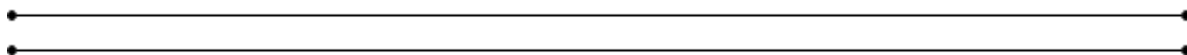
- Working as an **Investment Banking Trainer** for Client **SEI Private Trust company** with **NIIT-Technologies** August 2015 - Present

#### **Profile:**

Working as an Investment banking trainer for client SEI Private Trust Company which is a leading global provider of asset management, investment processing, and investment operations solutions. It provides products and services to institutions, private banks, investment advisors, investment managers, and ultra-high-net-worth families.

#### **Key Deliverables:**

- ➔ Primarily responsible to conduct and periodically review contents of the initial training of new Employee.
- ➔ Develop and conduct continuing education courses for existing Employees to help them prepare for cross department roles.
- ➔ Using trending data from Quality Assurance reports create one-on-one or group trainings to resolve training discrepancies.
- ➔ Evaluate clients training requirements and establish training goals/completion milestones.
- ➔ Develop and implement specific training programs and scripts, using input from Project Managers, documents and website.
- ➔ Coordinate on-site training with Managers and programme team.
- ➔ Facilitate Employee role-playing, test, certification, and remediation.
- ➔ Assist Human Resources and Management in participating in the selection process of potential candidates.
- ➔ Work with management staff to develop and facilitate motivational activities for Employees
- ➔ Provide assistance in developing cross-departmental training materials and SOPs, as required
- ➔ Maintain varied MIS & Quality checking of the process.
- ➔ Ensure support for managing internal projects/initiatives.
- ➔ Coordinate with compliance officers to ensure regulatory and fiduciary responsibilities meet on real timely basis.
- ➔ Ensure strict adherence to all internal and external process guidelines including compliance and legal. Maintenance and updating of internal systems/ data reference points in agreed format to ensure consistency and communication of relevant information within the team and ensure integrity of data.



### **Previous Employment**

- Worked as **Senior Operational Analyst** with **Deutsche Bank** October 2012 – July 2015

#### **Profile:**

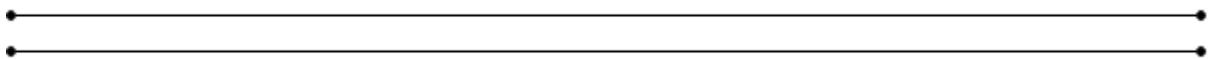
Worked as Cash equities analyst with DBOI Global Services Private Limited Company which is a German global banking and financial services company. The bank offers financial products and services for corporate and institutional clients along with private and business clients.

#### **Key Deliverables:**

- ➔ Primarily responsible for supporting and booking trades in the system (IPO, FX, NDF, SPOT, Futures, Forward, options & OTC trades) for head proprietary traders in high pressured, fast paced trading environment on daily basis.
- ➔ Hedging of all trades executed through internal & external brokers.
- ➔ Booking of equities trades in the system in a live environment once the trader completes the order.
- ➔ Resolve the queries received from settlement team regarding any discrepancies of trades (mismatch of trade details like commission, TD & VD, settlement instruction, net amount with client trades.
- ➔ **Trade enrichment:** input of Custodian details (**SSI instruction**) for the settlement of trades.
- ➔ **Enrichment process:** Input of Nostro, commission, local expenses, GST(goods & Services tax), Levy and other charges.
- ➔ Rebooking, Amendments and cancellation of trades to resolve any discrepancy found in trades while settling.
- ➔ Ensure accurate & timely delivery of services and timely response to all the trader's queries.
- ➔ Responsible for understanding client's needs from a technical and operational perspective.
- ➔ Escalate all issues properly, in time, to the appropriate level, to avoid any adverse impact on the business.
- ➔ Participates in key projects like enhancing productivity, process enhancements etc.

#### Attainments:

- ➔ Received employee of the month award for initiating process enhancement.
- ➔ Received spot award twice for efficiently handling the high booking volumes.



➤ Worked as a **Financial Analyst** with **NTT Data**

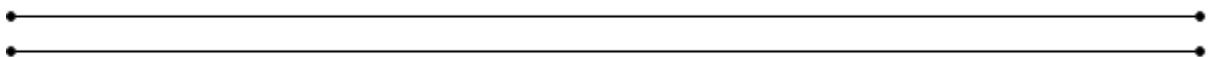
November 2011 – October 2012

#### Profile:

Worked as a Mutual Fund Analyst for client SEI Private Trust Company.

#### Key Deliverables:

- ➔ Process daily trade activities for Global Mutual Funds and Global Money Markets in a multi-currency environment.
- ➔ Calculation and processing of incoming and outgoing multi-currency bank transfers for settlement of trade activity.
- ➔ Maintain awareness of the various cash agent deadlines by currency to ensure timely processing.
- ➔ Monitor and resolve out of balances with custodians and fund providers within defined time frames.
- ➔ Support asset data maintenance, including research and establishing of new assets, monitoring of prices and manually pricing of assets as necessary.



➤ Worked as **Telesales Executive** with **Max Bupa Health Insurance Company** Jul.2011 – Oct.2011

#### Profile:

Max Bupa Health Insurance Company Limited is a joint venture between Max India Limited and Bupa Finance plc UK established for the purpose of carrying on health insurance business in India. It offers health insurance products to individuals as well as corporate.

#### Key Deliverables:

- ➔ Selling a range of products and services, to both new and existing clients.
- ➔ Working on high quality appointment setting campaigns.
- ➔ Conveying technical information to customers and re-directing enquiries to the appropriate person.
- ➔ Closing sales and making plans to gain repeat business.

#### **Attainments:**

- ➔ **Employee of the month award for maximum number of sales in a particular month.**

---



---

#### **Volunteer Experience**

- Worked as a **trainee** at **Katha, Delhi**

July 2008 – April 2010

#### **Profile:**

Katha, a non-profit organization working in the areas of storytelling and translation since 1988, is one of India's top "profit for all" social organizations. It serves as a leading edge organization in the literacy to literature continuum, through its publishing, education and community initiatives.

#### **Key Deliverables:**

- ➔ Managed the accounts of the organization.
- ➔ Assisted members in organizing club events.
- ➔ Raised fund to help people in flood-stricken areas.

#### **ACCOMPLISHMENTS**

- ➔ Migrated 3 processes to different locations with 100% accuracy result.
- ➔ Automated process which resulted in time-saving of almost two hours on daily basis.
- ➔ Led to the development of more than 3 new financial reporting methods to measure productivity and efficiency.
- ➔ Increased efficiency of discrepancy investigations by 50% by designing a more accurate cash-forecasting system.

#### **TECHNICAL PROFICIENCY**

- ➔ Proficiency in MS office such as Word, Excel, Power Point and Outlook.
- ➔ Knowledge of working on Internet, Bloomberg and Lotus Notes.

#### **LANGUAGES:**

- ➔ **Bilingual English/Hindi**