



RUKAIYA SHAIKH

09th May 1995

Certified Investment Banking Professional



CONTACT



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ABOUT

Experienced Fund Accountant with expertise in processing daily deliverables, performing Independent Price Verification (IPV), and overseeing day-to-day accounting operations. Skilled in financial products such as Derivatives, Bonds, Commodity, Capital market, Money markets, Bloomberg, and P&L checks. Certified Investment Banking Professional with a Master of Business Administration in Finance and a Master of Commerce in Accountancy. Accomplished Equity Dealer who managed a portfolio worth over 100cr and achieved %90 sales target by cross-selling financial products. Seeking a challenging and growth-oriented opportunity in Finance to harness finance knowledge and prepare for a bigger role in the future.



PROFICIENCY & SKILLS

Equity Valuation

Bond Pricing

Accounting

Profit and Loss

Office 360

Hedge Fund Administration

Derivatives

Financial Analysis



WORK EXPERIENCE

Fund Accountant (Jan 2020 - Jan 2023)

Citco Shared Services India Private Limited

Job Profile

- Managed hedge fund client services involving financial products like equity, derivatives, futures, and options.
- Conducted Independent Price Verification (IPV) using Bloomberg and Reuters for portfolio valuations.
- Identified threshold breaches and captured variances.
- Investigated and resolved valuation/P&L issues.
- Collaborated with Citco departments, including Corporate Actions, Market Data, and Reconciliation.

Relationship Manager / Trader (Sep 2018 - May 2019)

HDFC Securities

Job Profile

- Advised clients on Equity, Derivatives, Mutual Funds, and Insurance, executing orders on their behalf.
- Cultivated client relationships, providing education on investment strategies.
- Successfully acquired new clients, cross-selling 3rd party financial products, including Mutual Funds and Insurance.
- Conducted client meetings and bank branch visits, consistently exceeding targets.

Equity dealer. (Apr 2018 - Aug 2018)

Angel Broking Private Limited.

Job Profile

- Punched order on behalf of clients for Equity, Derivatives, Mutual funds.
- Managed 1000 HNI, Retail Clients Portfolio worth over 100cr increasing return by 3%
- Achieved 90% Sales target in JFM by cross selling Financial Products.
- Client Acquisition and Client Meetings.

Consultant Prof. (Feb 2016 - Mar 2017)

DHP Financial Service LLP.

Job Profile

- Appointed as a Consultant/Professor.
- Visited various graduation colleges across Mumbai to take lectures regarding Stock Markets.
- Created awareness for Equity, Currency, Commodity and derivatives.
- Interacted with graduate students with helped me to understand their psychology towards Market.



SUMMER INTERNSHIP

Worked as Intern (May 2016 – July 2016)

Bombay Stock Exchange (BSE), Dalal Street, Mumbai.

Job Profile

- Trained under Dr. Aditya Srinivas, Chief Economist of BSE.
- Attended all the lectures and seminars on Trading in Stock Exchanges.
- Completed my virtual stock market simulation to get a hands on experience in trading.
- Learnt how the current affairs affect the stock prices and Financial planning.



CERTIFICATION

IMARTICUS CIBOP - 2019

(Certified Investment Banking Professionals)

NISM Series 5A - Oct 2018

(Mutual Fund Distributer)

NISM Series 8 - Apr 2018

(Equity Derivatives)



EDUCATION

MSc in Accounting and Finance

Manchester Metropolitan University

(Expected Graduation: Jan 2024)

2023 – 2024

Master of Management & Studies (MBA-Finance)

UNIVERSITY OF MUMBAI

2015 – 2017

(First class with 67%)

Masters of Commerce

MAHARASHTRA BOARD, MUMBAI DIVISION

2015 – 2017

(First class with 63%)

Bachelor of Commerce

UNIVERSITY OF MUMBAI

2012 – 2015

(First class with 63%)