DIVYA V

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OBJECTIVE

I am looking forward for an opportunity where I can utilize my skills to improve the organization and be a part of an innovative professional team of management aimed to excel as a global leader.

PROFESSIONAL EXPERIENCE:

- State Street HCL – Coimbatore (Oct 2017 – August 2021)
- Tata Consultancy Services - Sep 2012- to Jan 2015

Designation: Senior Analyst – Hedge Fund Reconciliation

Key Deliverables & Process Activities:

- Handling Hedge fund external reconciliation for client Carlyle
- Performing daily cash and position reconciliation.
- Adequate knowledge in hedge fund account reconciliation products PB, Futures, Team Loan, Bond.
- Researching cash and position breaks and clearing breaks with proper investigating back up.
- Handling client and NAV queries
- Direct interaction with operations team for postings and amendments.
- Trouble shooting and problem solving.
- Ability to handle multiple client
- Handling weekly call with NAV team on the team performance discussion
- Assisting, coordinating, and training to the team members on the current task and related activities.
- Maintaining KPI data and Quality check
- Preparation of Monthly Scorecard and simplified steps in Standard Operational Procedures (SOP's).

Clearance and Settlements:

- Matching all types of Securities internally and ensure that all the securities will settle on the settlement date.
- Monitoring exceptions (by preparing exception reports internally to resolve discrepancies and unmatched instructions.
- Updating the reason for fail instructions and clearing the failure trades.

Process Overview in TCS India:

Spain and – Non-self Clear Market-All Emerging Markets

Roles and Responsibilities:

- Pre-match the trades on pre value date
- Daily settlement of trades such as No fail clients and Exchange trades
- Pre-match, Settlement of PB (Prime Broker) and IPB (International Prime Broker) trades
- Escalation of Risk trades to our controls 2 hour prior to the cut off
- Settlement of PB and IPB trades
- Ensuring the trades to go through STP(straight through process).
- High focus on corporate actions, dividend, exchange trades
- Settlement of all exchange and client trades on VD without failing
- Post settlement correction
- Daily checking the emerging market reports
- Checking the report from the Brokers and client to match the trade
- Ensuring the trades are pre-matched with seven economic differences, like Trade Date, settlement Date, ISIN/Sedol, Quantity, Cash, direction, MDI to settle on SD without any failures
- Maintaining relationship and interactions between functional groups.
- Preparation of checklists and auditing

COMPETENCIES:

- Very adaptive in nature to the fast-changing environment.
- Good at decision making in perplexed situation.
- Organized many events, function in all academic level

EDUCATIONAL QUALIFICATION:

Degree	**College**	**University**
MBA	School of Distance Education	Bharathiar university
B Com (CA)	VLB Janakiammal College of Arts and science	Bharathiar university

COMPUTER PROFICIENCY:

- MS-Office 2003, 2007 and 2010 (Word, Access, Excel, and power point)

Language Known:

- Tamil, Hindi, English.

PERSONAL DETAILS:

Father Name	Vasanathakumar. N
Mother Name	V. Chithra
Date of Birth	12.02.1990
Sex & Marital Status	Female & married
Mother tongue	Tamil
Nationality	Indian

DECLARATION

I hereby declare that the above said information's are true and correct to the best of my knowledge.

Regards,
Divya. V