

Jasdeep K. Arora

CONTACT



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EDUCATION

The University of
Connecticut
Bachelor of Science Degree
Major: Finance with
Concentration in International
Business
May 2003

SKILLS

- Observant, hardworking and quick learner
- Strong work ethic
- Easily shift gears as needed to assist in delivering high priority projects for Clients
- Considered to be dedicated, self-motivated, and driven to deadlines
- Excellent ability to adapt to difficult situations
- Strong writing skills

Technical skills:

- SQL, Microsoft Excel, Word, Powerpoint, Tableau

SUMMARY OF QUALIFICATIONS

Financial Services Professional with 18 years of experiences in the industry. 9 years of which has been dedicated to supporting and analysing business operations in the Fintech space. Aiming to utilize my experiences of Front, Middle and Back Office Operations to add value to your Firm.

PROFESSIONAL EXPERIENCE

Albridge Solutions. A BNY Mellon Company

Vice President, Data Management

Pennington, NJ

June 2014-Present

- **Data Analysis:** Research and identify data issues using SQL scripts on a platform that supports performance reporting for financial accounts. Implementing data fixes so that data is complete and accurate. Identifying larger data issues that require code fixes and monitoring code fixes through the implementation process.
- **Business Analysis:** Writing requirements to create new data interfaces for Clients and Data Providers. Working as a liaison between 3rd parties and internal teams to successfully service our Client's needs.
- **Team Development and Management:** Implemented the distributed offshore model for the Corporate Action and Data Maintenance Teams.
- **Project Management:** Develop, tested, implemented, and ensured a successful transition to new and revised business systems and processes.
- **Managing Risk:** Led the SOC1 Audit for the DM Team. Organized the 2016-2019 SOC1 audit observation tasks with the auditors and internal teams for all the controls within Data Management.

Senior Corporate Actions Analyst

May 2012 - June 2014

- Monitored domestic and international corporate actions announcements from the point of notice of inception and conducted a stringent cleansing process using SQL script and queries
- Oversaw a small staff of our offshore team to ensure optimum productivity and correct completion of various tasks.
- Shared knowledge of new processes, regulations, client needs and expectations, techniques within the team.
- Single handedly reduced the backlog of data fixes as they related to corporate action events within the first few months of joining the team.

State Street Corporation

Senior Corporate Actions Specialist, Institutional Accounts Group

Princeton, NJ

Nov. 2006- Nov. 2009

- Provided middle office support for multiple investment management clients including acting as a support for a sovereign wealth fund.
- Ensured mandatory and voluntary corporate action offers are accurately summarized, processed by expiration, and correctly allocated upon receipt of entitlements.
- Created ad-hoc reports and provide metrics for management and clients.

State Street Corporation

Account Administrator, Managed Accounts Group

New York, NY

June 2005-Nov. 2006

- Coordinated review approval and documentation of critical information to be maintained in the portfolio system.
- Ensured the timely delivery of services and products to clients.
- Resolved issues to maintain and strengthen customer trust.
- Assisted with the maintenance of documentation of process flows and standard operation procedures.
- Performed quality review of work processed by other team members.

U.S. Trust Company, N.A.

Investment/Client Relationship Assistant

Greenwich, CT

Nov. 2003-May 2005

- Maintained professional and productive relationships with clients.
- Performed account administration duties including: Account openings and closings, trust administration, assistance on special projects, wiring of funds, responding to client inquiries, account changes and bill paying and other maintenance as needed.