

Surbhi Jain
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SYNOPSIS

I have completed my Bachelor of Management Studies (B.M.S) with specialization in Finance in 2012 from University of Mumbai and Masters in Financial Management (M.F.M) from University of Mumbai in 2019. Worked in Financial Domain for than 4 years of experience in all aspects of documentation, audit, quality, reporting, MIS, KYC, compliances, escalations, error finding, process improvisation, due diligence, financial operations and management, team handling and risk assessment with excellent academic background. Gained knowledge during academics and while executing projects. I am persuasive communicator with good analytical, multitasking and management skills. I am enthusiastic at work and actively involved in team building initiative. I am an expert communicator with experience in bringing people together. Possess strong interpersonal skills and knowledge of structured project methodology. Good understanding of Finance domain, adroit at analyzing the organization requirements, highly ethical, trustworthy and discreet.

PROJECT REPORT

Prepared Project Report on "MICROFINANCE"

Prepared Project Report on "EQUITY RESEARCH PHARMACEUTICAL SECTOR"

Through Primary and Secondary Research.

ADDITIONAL COURSES

Completed Accounts Pro Computerised Financial Accounting

Completed Vidya Office 2007 – Level 1 (Word, Excel, PowerPoint, Outlook) and Internet.

CORE COMPETENCIES

Team Performer, Process Improvisation, Computer Literate (MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access, XML), Understanding of Financial Terms, Team Management, UAT Testing, Effective Presentation, Public Speaking, Public Relations, SME training.

SCHOLASTIC CREDENTIALS

Year	Name of Examination	Name of the Board/University	Percentage
March 2007	S.S.C	MSBSHSE	67.69
February 2009	H.S.C	MSBSHSE	74.33
April 2012	B.M.S Finance	University of Mumbai	71.58
May 2019	M.F.M Finance	University of Mumbai	72.8

Post Graduation

Master in Financial Management (M.F.M) - University of Mumbai (N. L. Dalmia Institute of Management Studies and Research NLDIMSR) 2019.
Secured Second Rank as Topper in College.

CGPA SCORE 8.00/10.00

SGPA SCORE 8.40/10.00

EXTRACURRICULAR ACTIVITIES

- Actively participated and organized various events in Ocwen. Lead Cricket Team in College and in Office.
- Volunteered in Tree Plantation "Van Mahotsav" Camp in College in 2011-12. Headed College Fest "Destiny" in 2012 and Participated in "Mock Stock" in 2009.
- Actively participated in School and College activities like Debate, Presentations, Elocution, Drawing, Dancing. Attended Seminar on Syllabus Revision workshop for TYBMS (Sem VI).
- Participated in Socio Initial program conducted for helping B.Com students to improve their presentation skills. Attended Educational Field Trips.

PROFESSIONAL EXPERIENCE

BNP Paribas India Solutions

Designation: Associate level 1

Date of Joining: 7th September 2020 to Present

Role & Responsibilities:

- Financial reporting for complex entities/products and audit.
- Consolidation of reports including reconciliation and global CIB Intercompany coordination for regulatory reporting schedules to close gaps and eliminate republications.
- Understanding of loans, real estate and wealth management to perform checks and due diligence on data quality, variance and to be completed within agreed timeline, investigate any discrepancy.
- Prepare ad hoc Reporting's for Head office upon request.
- Contribute to controls and analysis for analytical review on year on year and month on month basis for actionable advice and analysis.
- Ensure the good coordination with the Regional Financial Reporting team, in particular missing and incompleteness issue needs to be addressed.
- Participate to Finance Projects linked to Head Office Financial Reporting.
- Publishing as well as Mapping, Reviewing and Monitoring Data.
- Monitor reporting through key performance and key risk indicators. In particular contribute to the elimination of manual reclassifications and warnings/missing items.

Business Group: Citi Bank > Citigroup Global Markets India Private Limited

Payroll/Vendor: Nityo Infotech Services Pvt. Ltd.

Work Profile: Citi Research>Product/Process Excellence>Business Analysis

Designation: Specialist

Date of Joining: 10th July 2019 to 4th September 2020

Role & Responsibilities:

- Perform strategic reporting solutions compliant with new MiFID II regulatory and statutory requirements following investment research and analysis, research entitlements and subscriptions, securities trading, equity, fixed income, research operations, transactions service, trade support, compliances, investment banking and we provide value-added, independent, insightful and actionable investment advice.
- Providing accurate and timely information on services rendered to clients as part of commission payment processes, MiFID II, Broker Votes.
- Perform detailed sanity check and analyze, fix and highlight erroneous data to insure high level of data quality from raw data and following up on missing and incomplete data, filling the gap and data cleansing, data mining and enrichment for closure with accuracy, report and flag irrelevant data for analysis, requirement, preferences and ensuring data quality and compliances are met.
- Have Prepared Reports across Global Market like US, UK, APAC, EMEA, Europe, Asia, North America, Africa, and Australia.

- Ability to deal with critical and urgent requests in a swift and efficient manner. Handle any escalations and queries from various teams.
- Review, audit and revise current processes documents.
- Perform UAT (User Acceptance Testing) to ensure project related enhancements are deployed accurately and efficiently. Manage the delivery of the project through the full project lifecycle from initiation to implementation.
- Demonstrating strong analytical, organizational and project management skills.
- Experience with working on various vendor platforms such as OneAccess, Bloomberg, CorpAxe, Thomson Reuters, Dealogic, Factset, Commcise, Capital IQ, Markit etc. vendor are engaged appropriately and mappings are in place and managed to ensure the required outcomes for the business.
- Take ownership of new client request, and work collaboratively with the sales and corporate strategies, estimate the work effort required to deliver the project.
- Managing work in a global team who is responsible for managing client activities in support to Sales, Corporate Access Events, Readership Reports, Strategist, Revenue, Invoices, Legal, Finance etc.
- Preparing Reports and following up on Failed Interactions not approved by vendor management and work per the client preferences and requirement.
- Prepare reports of findings, illustrating data graphically, forecast and track marketing and sales trends.
- Generating Weekly Reports, Monthly Reports, Half Yearly Reports, Annual Reports, Adhoc Reports per client requirements and then publishing the results to a wide variety of stakeholders via vendor platforms. working experience on Excel (MIS), XML, CRM (Client Insights), Salesforce, Presentation, Vendor Format and Publishing as well as Mapping as per TAT.

Ocwen Financial Solution Pvt. Ltd (28th April 2014 to 6th April 2018)

Designation: Associate

Work Profile: US Mortgage (loans)>QA>Internal Auditing>Documentation

Role & Responsibilities:

- Researching on documents and conducting quality (internal auditing) check to enable easy access from the system by the user and the different departments within Ocwen.
- Have been involved in various projects from its initiation phase to its implementation phase.
- Researching and sampling documents, new projects and carefully attributing them as per the BU requirement.
- Performs QA/QC checks, KYC, AML, World Check, Enhanced Due Diligence and monitoring compliances and reviews by conducting audits and research, publish finding to BU and track actions from BU each month.
- Manage process performance on quality, compliance and internal audit with improvement initiatives and analyzing minute details of payments and factors.
- Take care of documents with respect to due diligence and risk assessment.
- Performing Root Cause analysis to determine trends, challenges and improvement opportunities.

Key deliverables: Involved in the following

- SPOC of the team for various team activities.
- Preparation and review of synopsis and S.O.P of new assignments and projects.
- Prepares and presents Minutes of the Meeting, workflow, PowerPoint presentations, PKT, Briefing for the team.
- Coordination between different departments and teams within TAT.
- Resolving queries and inquires from department in quick and efficient manner and providing support in the process.
- Preparation, consolidation, allocation, validating of data and reports of team production, quality and efficiency on daily/monthly basis (MIS) and coordinate with the management
- Adhere to the process timelines and deliver SLA and KPI accordingly.
- Being into Backup team handles business continuity planning (COOP, BCP, DRP, resiliency planning).
- In charge of birthday celebration, send off celebration, team outing, teams get together, keeping fun events so that team unity is ensured.
- Assisted trainees while they were on transition.
- Performed Tasks and Activity as Acting TL (Team Leader) handling 13 trainees under my supervision.
- Floorwalk to supervise, coordinate, monitor, query solving, escalation solving, attendance and login hours, leaves, enhancement of team.
- Mentor and develop the team by training and imparting skills to colleagues, sharing information and updates to the team by taking timely team briefing and team developmental activities.
- Actively involved in monthly calls meeting, internal team calibration, quality huddles, team meet, and one on one's.

Achievements

- Awarded with Super Centurion Award for best quality score in the entire department.
- Awarded with Spot Award for best efficiency (production) in the entire department.
- Awarded with All Rounder Performance Award for best score in QA (Audit), PCV and Efficiency.
- Won several quarterly certificates for 100% quality and appreciation from the company within a year as a consistent performing.
