**Name:** Surbhi Bipin Shah

**Email Id:** [surbhi.shah99@gmail.com](mailto:surbhi.shah99@gmail.com)

**Phone No:** 8888599237

**Objective:** To work in an organization with a position where I can develop myself with

Organizational goals by learning new skills and knowledge and utilizing.

**Key skills:** leadership quality, good communication skills,

**Academy**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUT0E** | **YEAR** | **PERCENTAGE** |
| MBA | CIMDR | 2017 | 68% |
| B.Com | CCCS | 2015 | 69% |
| HSC | CCCS | 2012 | 64.84% |
| SSC | ABPS | 2010 | 75% |

**Summer internship**

**Company:** Shaddha Energy and infraproject pvt.ltd.

**Position:** research analyst

**Department:** marketing

**Period of work:** 2 months

**Project title:** A study of Dealer networks analysis and performance with special reference to

Shraddha Energy and Infraproject pvt.ltd.

**ORGANIZATIONAL EXPERIENCE**

**Organization**: eClerx Services LTD,

**Location**: Hinjewadi Phase II, Pune, Maharashtra.

**Experience** : 17th October 2017 to Till date

**Job Profile:** Senior Financial Analyst

**Responssibilities** :

Working in the team who is responsible for the cash settlement functions for one of the top five

Investment Bank of U.S.

**Process Name –**

Post Settlements, Bank and client reconciliation (Fixed Income Derivatives)

**Process Details –**

Working with leading Investment Bank to confirm fixed income derivative product trade i.e. IRS

(Interest rate swap) and CDS(Credit default swap). Being part of internal team of reconciliation

We have to continuous monitor the queue and settle the trades before currency cutoff.

If any Resolution of discrepancies whenever amount discrepancy in trade

Liaising with Middle office and Front office for the correct booking of trades

**Extra Activities -**

* Providing process trainings to new joiners
* Coordinating with Team members and Management to discuss new challenges, issues and

Escalations

* Managing and tracking leaves of the team members to ensure required BAU is available
* Logged process improvement ideas to minimize processing time and to making the process

More efficient.

* Helping the team members if they have high volumes.

**Achievements:**

* Awarded Spot Reward for learning 2 processes in short span of time
* Handling process without any error.
* Logged and implement new process improvement idea.

**Strength:**

* Hardworking
* Commitment
* Sincerity
* Willing to accept responsibilities
* Good Team Player

**Extracurricular activities:**

Achieved 3rd position in District level Basketball championship.

Personal information

**DOB:** 28/09/1993

**Gender:** female

**Nationality:** India

**Marital status:** Unmarried

**Language known:** English, Hindi, Marathi, gujrarti

**Hobbies:** Travelling, Cooking, exploring new things in market , making new friends.

**Permanent Address:** 448, overseas colony, south shivaji, opp. Shiv Shakti vyayam mandal,