­­­­**Saka Puneeth**

**PhoneNo**: +919963464902

**E-mail**:saka.puneeth95@gmail.com

**Career Objective:**

Willing to work in a challenging environment where I can utilize my skills and abilities to achieve the objectives set by management and for the enhancement of organization and my career.

**PROFESSIONAL EXPERIENCE:**

Name of current Employer: WIPRO LTD

Designation: Analyst

Period of work: February 2017 to present

**EDUCATION**

Completed PGDM from Carlton Business School (2018).

Completed Degree (BBA) from Pragati Maha Vidyalaya (2013-16)

Intermediate from Haindevi (2011-13)

SSC from Loyola High School

**JOB PROFILE**

Working as a Settlement Analyst for client UBS for cash equities process.

**Job Responsibilities**

**Settlements Prematching -- Key responsibilities**

* My role is Pre-matching & matching trades on Value Date -1, VD -2 & VD with counterparties.
* Settle failing trades by liaising with various external client, brokers, local agents & custodians.
* Handling settlement queries related to quries of the markets Exchange settlement and ETF.
* Settle failing trades by liaising with various external client, brokers, local agents & custodians.
* Take necessary steps to ensure the Buy-In threats are avoided to the firm as a result of failing trades.
* Taking care of the issuance of the new security from settlement point of view, booked by London, Stamford and Hong Kong trade support teams.
* Effectively convey root cause analysis of issues.
* Updating & reviewing the existing standard procedures timely.
* My role includes investigating transactions to ensure timely settlement of a trade to avoid potential risk, interest claims and company reputational losses

**UK Crest Settlements**

Settling trades of CREST Market (U.K) after pre-matching trades with various counterparties, conducting analysis on Matching Trades & ensure STP (Straight through Process).

**Client’s Trade Operations**:

* Roles and responsibilities
* Responsible for Investigating and pre-matching trades post confirmed and affirmed at Middle office level.
* Responsible for Matching trades on T+1 (i.e. Trade Date + one day).
* Ensure trade settling on Value Date (i.e., Settlement date).
* Responsible to focus on high priority and failing trades to ensure Risk is covered and trade settled.
* Responsible for setting up correct SSI’s (Standard Settlement Instructions) in database.
* Ensure settling trades in Exceptions by taking assistance from desk (Front office) in amending the commission/ stamp, rebooking of trades, price amendments, and quantity amendments
* Responsible for rebook the trade if post matching trade is cancelled.
* Market Shorts

**Payments -- Key responsibilities**

* Handling cash equities FOP payments for cash equities
* ELN payments
* Prepay payment for CASS clients (US & UK)
* Handling Conversion fee payments
* SBL Billing payments
* Setting up static for cash instructions for counterparties
* Reconciliation of Nostro breaks pertaining to payments/conversion
* Sending MT 299 / MT 599 swift messages to the agents as when required
* Sending daily payments report to higher management
* Coordinate with settlements teams to ensure cash is paid on VD

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**Conversions– Key responsibilities**

* ADR Conversions for cash equities – DR’s to local shares and vice versa for cash equities for all the markets (EMEA, US & APAC)
* Processing voluntary bond, warrant conversions, equity options, DWAC conversions
* Reconciling Depot (stock) breaks on daily basis for conversions and passing necessary journals to clear outstanding breaks to ensure zero fails and open breaks
* Reconciling Nostro (cash) fees charged by the depositories and agents and clear the open breaks by passing necessary journals and matching the breaks in TLM
* Reconciling and processing conversion fee to the respective conversion agents/depositories and other agents (Clearstream & Euroclear)
* Liaising with Trade support and SBL trade support in covering the short positions for timely settlement

I am trained to perform backup functions for co-process to handle peak season and trained my co-employees in my process.

**Achievements**:

* Got appreciations from account managers for ensuring there no outstanding payments on daily basis and red
* Received “Thank you” award for managing the process and able to meet and exceed the targets without any escalations

**PERSONAL PROFILE**

Father’s Name : Saka Babu Rao

Date of Birth : 23-08-1995

Gender : Male

Languages Known : English, Hindi, Telugu.

Nationality : Indian

Hobbies : Playing Cricket and Table tennis.

**Declaration:**

I hereby declare that the above-furnished details are true to the best of my knowledge.

**(Puneeth Saka)**