**RESUME**

**RISHI ARORA**

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**PROFILE**   
Worked at **AXIS BANK LTD** (Operations) as Assistant Manager from June 2015 to December 2015.

Worked with **Deutsche Bank** from September 2016 to January, 2019 as Operations Analyst in Support Services Singapore and Hong Kong Settlements Team.

**WORK EXPERIENCE**

**DBOI Global services Pvt LTD**

**Process – Hong Kong Settlements**

* Settled trades in Hong Kong Real time market - RVP, DVP, DF, RF and cross border trades.
* Have knowledge about trade economics and identifying issues causing delay in settlement - missing SSI, incorrect date, discrepancy in amounts, and other dynamic data.
* Adding control points with in the process and working with technology teams to improve efficiency and STP rate in the work flow
* Pre-matching, value date settlement, post settlement, handled client queries efficiently and reporting the rejected trades and their reasons to the client on daily basis
* Participated in providing audit data and procedural data to higher management for further business planning
* Preparing of MIS Reporting as per SLA with a view to apprise management of the operational process and assist in decision making process
* Track record of establishing process, KOPs streamlining work flow and keeping the team together to enhance productivity
* Identified & fixed root cause issues in the existing process to avoid risk in the BAU
* Involved in problem solving and providing solutions to the clients in settlement market.
* Managing the training plans and providing the training to new joiners

**Process - Static Data Management and MIS Reporting**

* Creation and Maintenance of Client and agents account setup
* Managing Trade-specific information with respect to trading and settlement locations
* Setting-up Fee Matrix for the clients
* Receiving and performing audit checks for manual Client instruction and reconciling as per internal risk policy and bank guidelines
* Asset under custody, provide an investigation on the variance between previous and current months’ portfolio value settled by Settlement Team
* Accrued Income/Expenses provide accrued and actual income and expense generated month on month basis. Provide a projected number of transactions and portfolio value settled

**Objectives focused:**

* System enhancements/workaround which results in operational efficiencies in terms of reducing the TAT for processing
* Protect /highlight risks associated to Bank in terms of client customization
* Ensure that all the team members are educated on new process and adhere adequate controls in their BAU

**EDUCATION**

* Master in Business Administration in Marketing and Finance from BIT (Mesra) (2015)
* Bachelor of Business Administration in Marketing and Finance from BIT (Mesra) (2013)
* 12th from Central board of secondary education, Jaipur (2010)
* 10th from Central board of secondary education, Jaipur (2008)

**STRENGTH**

* Interpersonal skills with solving problem, logical thinking and analytical abilities
* Developing, implementing and coordinating the process in line with guidelines
* Innovative in designing strategies/working style/system for timely execution of assigned job successfully
* Target oriented approach
* Positive attitude

**PERSONAL INTERESTS**

* Enjoy Playing: Basketball, Table Tennis, and Cricket.
* Swimming, Dancing and Listening Music.