

DIVYA PAWAR

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Professional Synopsis

Year	Degree/Diploma	University / Board	Grade/Percentage
2017-18	B.E - ELECTRONICS	Mumbai University	A
2013-14	H.S.C (Science)	Maharashtra State Board	68.62%
2011-12	S.S.C	Maharashtra State Board	82.73%

Area of Expertise

Corporate Actions Debt instruments static maintenance Primary Market
Secondary Market Clearing House trading foreign exchange trades

Total Work Experience (2 Years)

Deutsche Bank AG (Securities & Custody Operations)

- COMPANY : Deutsche Bank AG (Securities & Custody Operations)
- DEPARTMENT : ORDER PROCESSING
- DURATION : From 18th Nov 2018 to Till Date
- PROFILE : CLEARING AND SETTLEMENT ANALYST
- KEY : Finance

- Tracking and processing of all debt market corporate actions.
- Signature verification of the instruction sent by the client
- Regulatory reporting for FII clients.
- Processing of all voluntary corporate actions done by issuer and/or client.
- Monitoring and processing swift instructions for FII clients.
- Preparing and releasing outstanding monitory corporate benefits reports to the clients.
- Capturing and tracking daily redemption of Commercial Papers (CP) and Certificates of Deposits (CD), surrendering securities on NSDL and CDSL and sending the reports to the concern IPAs and issuers.

OMO (OPEN MARKET OPERATION)

- Received client instruction to participate in OMO
- Basis of instruction, we input details such as amount, security name, ISIN on E kuber and confirm the bid.
- Once the bid confirmed, inform the client
- On the same day after (5PM), RBI announce the allotment of OMO.

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- Inform the client regarding allotment and get the new signed instruction from the client for settlement of amount and securities

Repurchase agreements (Repo)

- Received client instruction for repo deal.
- Basis on client instruction, we input the details on NDS crows such as amount, security name ,ISIN, rate and confirm the bid

Buyback of debt securities

- Received client instruction to participate on Buyback
- Signature verification of the instruction sent by the client.
- We give the delivery instruction to depository to block the securities and once the money come we released the stock and settled in the system.

Call payment

- Received client instruction for the installment payment
- Signature verification of the instruction sent by the client
- We give the instruction to cash team for call payment of securities.
- Once done, inform the client and the counter party.

IPO (Initial public offer)

- Tracking client instruction for participating in the particular IPOs
- Tracking stock received of IPOs in client demat account and inform accordingly.
- Tracking listing and trading permission on NSE and BSE web site and inform the client.

Safe Custody and Withdrawals Department

- Handling High Value securities for various Institutional clients in physical form.
- Holding reconciliation through Physical Auditing of securities & handling Audit Queries.

Gold Transactions

- Tracking and processing of gold transactions trade
- Trade processing and settlement of securities
- Confirmation to vaulting agent

FX Trade processing (LGC)

- FX gets booked client sends instructions from one currency to another the same is processed by creating trade and trade matching.
- Different currencies instruments are traded with two-day delivery transaction.

Clearing house Trade Processing

- Client sends instruction with T+2 settlement and broker sends contract for it. The same is matched and trade is confirmed
- Processing asset transfers for PMS clients.

Computer Skills

- Sound Knowledge of Ms-Word, Ms- Excel, Ms-Power Point and Good Typewriting speed (28w/pm).
- Well experienced with use of internet.
- Sound knowledge of Tally ERP 9.0
- Competent knowledge of DB Trader and DB Accounting and NSDL ware for processing of cash segment, Debt segment transactions and close settlement report.

Technical Skills

- Languages: Familiar with C language, Assembly8051, VHDL, MATLAB.
- Platform: Keil, MATLAB, Xilinx, Multisim, Orcad. Proteus, ExpressPCB, Wireshark, Micro wind.

Strengths

- Quality Conscious
- Willing to accept challenges and responsibility
- Learning ability
- Self-motivating & friendly nature

Hobbies/ Interests

- Listening to Music, Yoga, Puzzles and chess, Traveling

Personal Details

- Date of Birth 30th Nov 1995
- Nationality Indian
- Address C – 108, Shital Park No.1 CHSL, Sheetal Nagar, Mira Road (E), Thane- 401107
- Marital Status Unmarried
- Language Known **Marathi, English, Hindi**

Declaration:

I hereby declare that the above- mentioned information is true & correct the best of my Knowledge. Looking forward for the better career in order to grow my interpersonal skill & a place where there is potential to learn & deliver the best of my skill & knowledge.

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