

Roshni Mathew



EXECUTIVE SUMMARY

Roshni is a highly motivated individual with over three years of experience, primarily with State Street Syntel, handling the global investment bank's operations in Corporate Actions (Global Asset Servicing).

She has great leadership and team skills as demonstrated throughout her professional, school, and college life. She is known amongst her superiors and peers for her hard-work, determination, and creativity. She has worked and lived in India, and also lived and studied in California, USA for 2 years.

She is looking for a position with a company that can advance her skills and enhance her abilities to grow with the company as a corporate professional.

WORK EXPERIENCE

FINANCE ASSOCIATE

STATE STREET SYNTEL | SEP 2018 – NOV 2021

- Analyze problem statements of complex financial transactions, assess the various options and decide on the best solutions for resolving discrepancies and timely delivery.
- Process corporate action events such as full and partial call, rights and capital distribution, stock split, merger-cash & stock etc.
- Perform accounting for functions such as late announcement, cash and stock report, cash and stock reconciliation, settlement and exception report etc.
- Tools Expertise – External Market Data providers like Bloomberg, Gold Copy, Captain, MCH (Multi-Currency Horizon), Capital IQ, Macabacus, and Database Macros.
- Leverage Excel for vlookup, pivot tables, research, data analysis, create charts & reports. Create and run Excel macros. Debugging VBA. Also, proficient in other Microsoft Office tools like PowerPoint, Word.
- Create daily reports for on-site and cross functional teams and recommend improvements for processing transactions.
- Coordinate with on-site customers in Luxembourg for timely and accurate delivery of allocated tasks which required to be processed in hourly deadlines.
- Organize calls with multiple stakeholders for quick and efficient inquiries resolution.
- Responsible for internal reviews and train junior team members on various financial tools and activities.
- Implement standard operating procedures, workflows, and recommend improvements.
- Organize meetings and events across functional groups in the organization to conduct in-depth risk assessment, impact analysis, and resolution.

EDUCATION

COURSES FOR ACCOUNTING

IRVINE VALLEY COLLEGE | CALIFORNIA (USA)
2018

4.0 GPA out of 4.0 GPA

- Completed 30 credit units in Spring and Summer 2018 semesters
- Courses include Financial Accounting, Managerial Accounting, Legal Environment of Business, Computer Systems etc.

BACHELOR OF ARTS (ECONOMICS HONORS)

JESUS AND MARY COLLEGE | DELHI (INDIA)
2016

- Subjects include Money and Financial Markets, Mathematics, Statistics, Microeconomics, Macroeconomics, Econometrics, etc.
- Core-committee member handling Sponsorship for inter-college department festival – Ecovantage

STANDARD 12

FAITH ACADEMY | DELHI (INDIA)
2013

- House Captain of the School, All Rounder Award, Good Behavior Award
- Letter of Recommendation from the School Principal
- Merit award in English (CBSE) for scoring the highest in the school

CORE SKILLS

- Data Analysis
- Fund Accounting
- Financial Operations
- Training
- Team Management
- Presentation and Communication

Recommendation on LinkedIn from Arielle Sausse – 15 years with State Street (Luxembourg)

Roshni has worked with me for over 3 years processing State Street's investment banking transactions. She was the point of contact between multiple teams from onsite and offshore locations. She has always been focused, patient, persevering, and got the job done in a time critical and ethical manner. Working with her has not only added value to the team but also greatly contributed to the department's efficiency. It has always been a pleasure to liaise with her, knowing that I would get a timely and accurate feedback for any request.