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Summary

Create new instruments for various Equities, Fixed Income and Equity Derivatives products in Reference Data system

Update/modify assets based on internal client initiated changes (Middle Office, Trade support, Settlements) or Corporate actions

Maintain securities pricing and ensuring pricing of securities in data base is accurate

Regular maintenance of securities that require coupon, rate fixing and/or factor updates on a daily basis from sources like Bloomberg, Reuters etc.

Perform research through Bloomberg and Reuters to find missing or additional information required to complete set up or maintenance while providing support.

Participate/Coordinate in special projects such as; data clean up, process improvement analysis, metrics reporting Plan and prioritize all projects handled by the team.

Monitor rejects Queue and clears them on a timely basis.

Ensuring Checklist, Metrics and EOD activities are completed and signed off.

Ensuring timely updating/review of SOPs, Issue Logs and Project tracker.

Handling and monitoring issue and query mails and escalating issues promptly to the Team Leader

A proactive approach to problem solving, taking ownership of issues and having the determination to follow things

Experience

Analyst

HSBC

Apr 2017 - Nov 2018 (1 year 8 months)

trade validation creation and amendment of securities after checking bloomberg and reuters

Auditor

SAP Concur

Nov 2015 - Mar 2017 (1 year 5 months)

invoice verification

Education



Ms Ramaiah College Of Arts Science and Commerce

Bachelor of business management, Accounting and Finance

Skills

Business Management • Finance • Banking • Financial Services