

PRIYA JALAN

Financial Analyst

Contact - +971 556214493

Email – poddarpriya1995@gmail.com



Experienced financial professional with a client focussed approach and a proved track record of delivering accurate results with zero errors. Skilled in creative problem solving and attention to detail.

CORE STRENGTH

Team Leadership

Time Management

Analytical Skill

Decision Making

Project Management

Business Efficiency

AVAILABILITY -

Immediately available to join in Dubai, UAE

EDUCATION

- **Masters in Business Administration (Finance)** – Thakur Institute of Management Studies and Research, Mumbai - **2019**
- **Bachelors in Commerce** - Prahladrai Dalmia college of commerce and Economics - **2016**

ADDITIONAL PROJECTS

- Migration of reconciliation tool
- Sydney clients Endeavour
- Manila Manual Reconciliation
- Automation of Reconciliation tool
- Migration of MIS on Server

PERSONAL DETAILS

- Date of Birth: 10 Oct 1995
- Nationality: Indian
- Languages Known: English and Hindi
- Current Address: Chelsea Gardens Hotel Apartment, Discovery Gardens, Dubai, UAE

PROFILE SUMMARY

- Professional with almost 4 years of experience in Finance Industry.
- Onboarding new clients / existing clients trading on OTC platforms.
- Reconciliations between the client and the company for correct NAV delivery on daily basis.
- Capturing trade based on information received from the Fund manager.
- Assisting clients in their audits and time to time responding to queries of auditors in a time bound manner.

WORK EXPERIENCE

August 2020 – June 2023 - **JP Morgan Chase & Co, India**

Transaction Processing Specialist of Corporate Investment Banking

Career Graph:

February 2023 – June 2023 - **Team Leader**

August 2020 - January 2023 - **Senior Analyst**

Key Responsibilities:

Onboarding New Client:

- **Pitching and Onboarding** the clients to perform trade on OTC platform.
- **Project management** of various ongoing client change and new onboarding in the OTC space.
- Responsible for **completion of setups** including conversations with broker, internal / external stakeholder to ensure setups are completed to meet client and business needs.
- **Assisting the client implementation team** and conversion teams and liaising with client during fund launch.

Trade Capture:

- **Trade capture** into trading system and recording details accurately in the system.
- Connecting with clients / broker for trade ticket or file format for all the economics required.
- **Verifying daily trades** against trade tickets, internal / external systems.

Reconciliation & Audit Assistance:

- Comparing the transactions booked and activity to support documentation in the internal system.
- **Reconciliations** for new clients onboarded before the client trading date to ensure accurate and efficient delivery of NAV.
- Setting up platform for clearing counterparty across clients in the third-party OTC Space.
- Ensuring **setups in the User Acceptance Testing environment** for smooth implementation/ transition in production.
- **Resolving discrepancies** involved in the reconciliation which impacts any delay or incorrect NAV delivery to the client.
- Assisting clients in their **audits** and time to time responding to queries of auditors in a time bound manner.

EARLIER EXPERIENCE

Dec 2018 – Feb 2020 - Nomura Services India Pvt Ltd

Junior Analyst– OTC Derivatives Settlement

Key Responsibilities:

Process of settlement of trade of interbank and corporate bank:

- Pre-matching and **settlement of international trades** which requires to work with client, broker and different settlement teams spread across the globe.
- Providing traders their actual exposure and risk in market by reconciliation of front-end trade booking.
- Amending and matching settlement date of street side trades, chasing client support group to amend the client side trades for clearance.
- **Vigilantly investigating** and **reconciling the cash movement** relating to swap transaction to ensure accurate settlement.
- Ensuring correct settlement without any impact to the treasury avoiding or OD costs by keeping cash management updated for funding requirement.
- **Handling audit queries** and providing red flag report to management on daily basis.