Sangita Rajput

Process Associate

Noida, Uttar Pradesh

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To learn and gain experience in a progressive organization that gives me an opportunity to see a challenging career. Any challenging assignment which will give me the opportunity to utilize my expertise and improve upon my skills is what I earnestly seek.

Work Experience

Process Associate

Markit India Financial Information Services Co. Ltd - Noida, Uttar Pradesh

September 2012 to November 2013

Noida

Job Responsibility:

WSO - Data Services (MIDS)

The WSO Data Services is responsible for maintaining portfolios of the clients dealing with syndicated loans. We are responsible for reconciliation of trustee data vs. client data and need to do research for the discrepancies found in any particular portfolios.

Data operations:

➢ Cash Reconciliation & Cash Research:

• Need to do the comparing of cash amounts from Trustee reports sent by Markit WSO Data Services clients to WSO and determining what matches and what does

not.

• Non-matching items are put onto the discrepancy reconciliation report and identified as such.

• After reconciliation of Trustee report with Client, need to research for discrepancies left.

• Analyzing the Cash sheet, WSO Amount & other related documents like faxes & notices to find the discrepancies. Based on the above finding, analyst needs to reach out to Trustee / Client / Agent to fix the discrepancies.

• Need to reach out to Trustee / Client to highlight the discrepancies.

• When we received the same after corrected from Trustee / Client, we need to update our live DB.

• After updating it in live DB, need to reconcile with the corrected cash.

Trade Auditing:
• Review the trades settled in WSO admin against the trade documents and notify team in case of any mismatch / missing document. Highlighting any type of Error to the onshore team. So that, while a trade is input into the Cash Manager System the trade does not get Input with the same error, creating discrepancy for the Client.

Trade Settlement & Entering:
• Settling the trade after Client has entered it & sent us the document for reviewing.
• Input necessary details on the basis of documents which client has sent us.
• Informing the client in case of any mismatch or discrepancy found with the trade which he has entered against documents.
• Confirming the client once the trade has been settled correctly.

Position Reconciliation:
• Perform Position Reconciliation to compare WSO output with that of another source such as trustee/ custodian, counterparty, or client internal systems.

Operation Executive
BNY Mellon International Operations (India) Pvt. Ltd - Pune, Maharashtra
June 2010 to April 2012

Pune.
Job Responsibilities:
➢ Reconciliation of cash accounts for various CDO portfolios.
➢ Running cash flow to ensure correct cash flow is delivered to the client.
➢ Understanding and applying transaction like SWAP, Trade and Bonds.
➢ Closely working on unresolved cases to reflect better cash flow for clients.
➢ Documentation of cash recs and supportive documents for audit purpose.
➢ Working on MIS, manual entry report and documenting exceptions.
➢ Working on KPI to correctly project cash for next day's transaction.
➢ Cross training the new joiners in various CDO portfolios.
➢ Reach out to end to users informing discrepancies and advice on the issue to get cases resolved
➢ Searching information on financial search tools like Euroclear, Bloomberg, Eucild, montran, DTC, Fax server and intellimatch to get issues resolved.

Education

Master of business Administration in Finance
Dr. D Y Patil Institute of Management & Research University of Pune.
September 2007

B.Sc. in Computer Science
K.T.H.M. College, Nasik.
June 2003

Additional Information

IT skills:
Certificate course in Computer Accounting 9.0.
Certificate course in Computer Operations