

NILESH TRIMBAK SHINDE
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Professional Synopsis

Work creatively and competitively in the organization and achieve professional & personal growth and also utilize & contribute maximum of my knowledge and skills positively to add value to the organization.

CAREER OBJECTIVE

To work for organization which provides me all the motivation to exhibit my potential in managing men and task while trying Innovative solutions and calling every problem an opportunity to learn and excel.

Knowledge and Skills:

- Ability to adapt quickly in an over changing work environment.
- Hardworking and can work on own initiative whilst also working collaboratively and deliver on time with a high level of integrity, sense of urgency, attention to detail and quality standards.
- Believe in embracing change and highly integrated and dedicated to employer.
- Energetic and self-motivated team player, proven ability to work both in team environments.
- Good knowledge of Derivative's, corporate action, Mutual fund & Commingled fund, Hedge fund and KYC and Corporate banking and its products.
- Well versed with Office Package: Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Access and Microsoft outlook express.
- Good hands on Data handling and Data Management and Analysis.

Professional Experience

E-QL Business Solutions Private Limited **Project Coordinator** **(JUN 2019 to OCT 2020)**

Company Profile:-

E-QL Business Solutions Private Limited is a Multi Domain Prominent IT Integrated Solutions Providing Company, which is consistently delivers Web Applications Services, Infrastructure Services, Business Process Management (BPM) through a combination of technology experts, domain and process expertise. Our technology expert's drive & transform our business by empowering & accelerating innovations.

Job Profile:-

- Project coordinator includes responsibility of managing companies various IT and non IT projects.
- It includes strategic planning consists of helping the organization to gather, analyze and organize information.
- Help the organization to start the project with new client with the help of senior management by applying business coordination activities.
- Responsible for onsite management, recruitment and documentation & verification of all educational and professional certificates for selected candidates process further to Human Recourse team.
- This role involves business development activities such as business pre & post sales activities and lead conversion, handling customer care activities as well.

- Handling business billing on time and recovery of the payment on time as per the agreement and if any delay caused by client due to some reason then same need to communicate with senior management.
- Client service is one of the core activities and achieving the client expectation as per the set objectives like – Preparation of MIS, Work priorities, helping client in solving software and application related queries, need to work on deliverable to achieve certain target.
- As a Project coordinator, review the task performed by Operations executive, Project reporting on daily basis, resolved technical issues if any.
- Assisting Company management in developing, motivating and mentoring the project team.
- Responsible for Employee attendance, maintaining work for operations executive, Quality check, updating leave tracker, Sending reports to Head office on Daily and Monthly basis.
- Application used – (DMS)-Data Management Services, ABBYY Fine reader.

Professional Experience

BNY Mellon (India) Private LTD

Financial Analyst (Financial reporting) - (Feb 10, 2014-May to May 16, 2019)

Company Profile:

Established in 2007 from the merger of Mellon Financial Corporation and The Bank of New York Company, Inc., BNY Mellon is a leading asset management and securities services company, uniquely focused to help clients manage and move their financial assets and succeed in the rapidly changing global marketplace. Headquartered in New York, BNY Mellon has \$ 25.0 trillion in assets under custody or administration and \$1.17 trillion under management.

Job Profile:-

- As a senior, main responsibility is to review and quality control of tasks performed by team members.
- Day to day interaction with other internal teams if any information is needed.
- Perform reconcilements of asset holdings, accrual, pending trades and cash balances.
- Process trade entries, management fees, cash entries etc.
- Highlight and rectify any discrepancies with regards to Market Value, Price and securities.
- Systems used are Institutional Accounting Services: PCOM Software (IAS).Custodian Management Services (CMS) Mobius, Workbench and various website of fund Manager.
- Maintain process checklist and daily logs to ensure all the daily tasks have been reported in timely manner.
- Contacting fund managers, onshore and client as and when required via email, phone and faxes to resolve the reconciled differences.
- Provide professional support to Clients, Investment managers and other interested parties within BNY Mellon.
- Motivating the team to achieve high quality standards and KPI targets.
- Training to new joiners. Provide training to the team members on regular basis to keep them up to date with process changes and Working with internal Audit team.
- Escalate issues on a timely and proactive basis with clients.
- MIS reporting in absence of supervisor and Manager (Preparing and maintaining team records, updating trackers, Error logs, Timely escalations on IT incidents team meetings and SOP's).
- Doing monthly SWOT analysis with the help of team members to identify the grey areas and to find out the possible solution for the same.

Professional Experience

SYNTEL STATE STREET PVT LTD **Associate: (JAN 2012 to OCT 2013)**

JOB PROFILE:-

- The core work of team is to get the accounting statements, holdings file as well as transaction statements on time for our internal clients every day to meet our client daily deliverables.
- To cross checking the statements we do check holdings, Market Value and Units for particular account for received financial statement.
- Prioritizing work for critical client.
- Identifying and sending pending account status and data to internal teams and client groups and it also helps team to prioritizing work as per Business day.
- Gather document information of client requirements.
- Sending chasers email to Investment Manager for statement / holding file prior to business day to finalize client on deliverable.
- Verifying the market value, share units with the procured reports in order to save the files with accuracy.
- Handling issues of Client and Onshore in minimum time.
- Responsible for the overall management of data resource in the process.
- Communicating with investment manager and onshore in order to procure reports before the run date if valuation is not received.

Professional Experience

HDFC BANK LTD. **Contract Sales Executive (CASA)** **(JAN 2011 to August 2011)**

Job Profile:-

- As sales person we have to sell all the finance products of HDFC Bank to its current as well as new customers who include mainly opening DMAT trading account and Saving/Current account and raising funds in to their DMAT account and referring them some good stocks.
- We have to generate lead from market to achieve the target and to meet the expectations in every month.
- This profile also includes opening an account in HDFC and completing the KYC's with scrutiny.
- KYC plays very important role in this process however it requires scrutiny of documents.
- Attending daily meeting with Branch Manager and weekly meeting with Area Regional Bank Manager at City main branch.
- Provide help/ awareness to the client in all possible ways by providing Bank applications (Mobile Banking of HDFC bank to avoid bank visit which causing saving time of customer.
- To solve the queries and concerns of clients on time.
- Interaction with different officers within Bank as per necessity.
- Provide MIS report to the supervisor of every month end.
- Follow the Internal and external audit procedure when audit happens in a bank.

Achievements:

- In the initial six month only awarded with employee of the month.
- Got 1st promotion in my team.
- Got WOW Award twice in 2015 and BRAVO award twice in 2019.

ACADEMIC INFORMATION

DEGREE	YEAR	PERCENTAGE	CLASS	BOARD
BCOM	2010	50.00 %	SECOND	PUNE
HSC	2007	67.33 %	FIRST	MAHARASHTRA
SSC	2005	63.73 %	FIRST	MAHARASHTRA

PERSONAL DETAILS

Name: Nilesh Trimbak Shinde

Date of Birth: 24th July 1990

Gender: Male

Nationality: Indian

Languages Known: English, Hindi and Marathi

Strengths: Hard Working, Team Player, Trying to learn from past mistakes.

Date: 07/01/2021

Place: Pune

Nilesh Trimbak Shinde