

Nidhi Sharma

Process Manager

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SUMMARY

Professional with an experience of 1 year and 3 months in investment banking operations, with prompt expertise in the Financial Markets, Capital Markets domain and Listed derivatives community. Seeking a challenging role with a strategic vision to deliver the organisation with accountability measures, ardent goals and utilize skills of investment banking domain.

WORK EXPERIENCE

Eclerx Services – Process Manager

March 2023-Present

Listed Derivatives Reconciliation & Brokerage Receivables- Manual

- Working as an **Executing Broker** on behalf of the world's 3rd largest investment bank.
- Currently involved in implementing a **Billing and Brokerage solution**, including digitizing invoices and comprehensive reconciliation of trades.
- Investigating rate discrepancies, assigning them to brokers or counterparties, and resolving issues to prevent future discrepancies.
- Handling escalations from internal and external parties efficiently and managing client requests such as **Account Closure** and resolving trade-related issues.
- Performing **Month-End closing** activities, posting journals and efficiently performing BAU.
- Working on operational effectiveness which includes identifying opportunities to improve the efficiency of the process.
- Leading a team of 3 to 15 Analysts/Senior Analysts/APMs to meet client service level agreements (SLAs) and managing relationships with over 100 global counterparties.
- Monitoring emails, updating process documentation, and preparing reports to showcase process improvements to clients.
- Acting as a liaison between brokers, client representatives, and internal/external parties to resolve trade and rate discrepancies promptly.

EDUCATION

Masters of Business Administration- Finance ICFAI Business School, Hyderabad CGPA-7.37	2021-2023
Bachelors of Business Administration- Financial Management Bharati Vidyapeeth University CGPA-8.58	2017-2020
12th Standard- C.B.S.E Modern Vidya Niketan School 73.8%	2016-2017
10th Standard- C.B.S.E Modern Vidya Niketan School CGPA-7.2	2014-2015

VIRTUAL INTERNSHIPS

- J.P Morgan Virtual Internship- **Investment Banking**
- Fidelity Investments Virtual Internship- **Customer Service**

SKILLS

Technical Skills: MS Excel, SQL (Pursuing), Python (Pursuing)

Professional Skills: Attention to detail, Analytical skills, Communication, Creative problem solving, Time Management, Client Management, Team Player

Functional Skills: Knowledge of Financial and Capital Markets, Fixed Income products, Financial Modelling, Valuation, Financial Planning and Analysis, Due Diligence, Trade Reconciliation, Financial Derivatives, Technical Analysis of Stocks, Trading of Derivatives & Stocks, Fundamental Analysis of Stocks, Equity Research, Trade Lifecycle, Investment Banking, Hedge Funds, Private Equity, Fund Accounting, Portfolio Analysis, NAV calculation and Corporate Actions

CERTIFICATIONS

- Corporate Finance certificate from SDA Bocconi School of Management, Italy
- Pursuing Data Science Certification from ACODS UK

PERSONAL DETAILS

- **DOB-** 24th July 1999
- **Languages known:** English and Hindi
- **Permanent Address:** House No.1339 Sector-17, Faridabad, Haryana, 121001