ROBERT SMITH

Senior Project Analyst/Executive

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SUMMARY

Over 9 years of capital markets experience in Investment Banking industry with good knowledge on Reference DATA, Middle office & Back office functions like Securities Setup - Maintenance, Pricing, Clearing & Settlement functions in various applications. Better understanding of Trade Life Cycle, Types of Securities, Settlement & Clearing concepts, having work experience in both Cash and Stock Reconciliations (using Rec 7 & Gloss) and other Operational areas in Capital Markets & Investment Banking.

SKILLS

Project Management, Resource Management, Risk Management, Program Management, Portfolio Management, IT Leadership.

WORK EXPERIENCE

Senior Project Analyst/Executive

ABC Corporation - 2007 – 2012

- Processed different type Securities such as Equities, Funds, Rights, Fixed Income securities, Money Market instruments, Treasuries, MUNCIPAL Bonds, ADRs, GDRs, Warrants, Futures, Options, Commodities in multiple applications like FIDESSA, Gloss, Summit, Atlas prime, SBL, ICI IMPACT, and Bloomberg and Vendors like BTS BPS, Bloomberg, IDC, Reuters, GATTUNG, various bank websites and exchanges.
- Maintained static data, Performing Dummy trades, Calculate Projected Cash flows & Amortization schedules.
- Ensured all the teammates adhering to the company policies and client SLA and procedures.
- Handled a team for PORTIGON, Reviewing Performance, motivating and suggesting for the improvement in quality and productivity, Conducting Monthly discussion and Appraisals.
- Moved efficiently knowing the clients request & respond to them quickly.
- Proactively taken initiatives & supporting the team in Flexible shifts.
- Maintained consistency individually with patience without making Errors in Daily Performed activities & also encouraged others to do the same.

Senior Project Analyst

Delta Corporation - 2007 – 2011

- Provided references and guidance to customers on products and existing services; tracked progress, execute deliverables on schedule and within budget.
- Account manager for 300+ client accounts, identified and resolved account discrepancies; gathered information; applied modifications to accounts; .
- Tracked invoices; project costs and spending activities throughout project lifecycle; analyzed and monitored primary and subcontract expenditures.

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- Facilitated training sessions on Siebel and NaviPlan financial planning systems and increased client satisfaction 40% and improved operation workflow .
- Managed program deliverables, tracked requirements, and tracked and reported financials.
- Managed relationships with internal and external stakeholders, coordinated performance evaluations, managed off-site contractors, analyzed .
- Represented organization at grant writing workshops; provided references on applying for federal and private funding.

SCHOLASTICS

- Master of Business Administration in Finance and Systems - (Osmania University)

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