**Name: ArchanaShivshankar Joshi**

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**Phone:** +91-8096104122/6301502278

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**OBJECTIVE**

Detail Oriented financial analyst with a MBA (Finance) Degree and 4+ years of experience in Corporate Action events reconciliation and payment. Intend to build a career with leading corporate with committed and dedicated people, which will help me to explore my skill and realize my potential, willing to work as a key player in challenging and creative environment.

**EXPERIENCE**

**State Street Corporation (December 2017- Till date)**

* Corporate action Settlements, Reconciliations and Claims queries and giving support to Offshore team located in Boston.
* Working with shared services for corporate actions- processing an accounting check for custodian unit. Manual processing of CA events for specific clients and where automation is under procedure. Understanding and analyzing the gathered proofs for CA events.
* Using various vendors like Bloomberg, IDC for validating corporate action, pricing of securities and other details.
* Auditing the processed events. Ensuring the aspects like NAV Impacts, Markets value change is valid based on events.
* Replying to various queries raised by Internal and External Clients.
* Creating SOP’s and guidelines to solve exceptional cases for team members to ensure

smooth completion of task.

* Started helping team for improvement of process through use of Advance Excel. Which also help in saving time for process completion.
* Provided training to new hire.

**S&P Global Market Intelligence (Sep2014 to Dec 2017)**

* Extensive research on corporate action and secondary market research.
* Mutual Funds and REITs company Dividend Tax Status re-classification.
* Processing dividends for Mutual fund, Accrual fund and tracking upcoming schedule dates for entire fund family and NAV analysis.
* Escalating issues and communicating with companies, Investment banks, ADR Depository and Stock exchanges through e-mails for dividends and corporate actions.
* Extensive research on SEC, SEDAR and Equity research.
* Validating and processing wide variety of M&A, takeovers, spin-off, IPO, new listing, stock-split, reverse-stock- split, Redemption, Dividend, symbol change, name change and pricing data.

**KEY FEATURES**

* Team Player and Taking initiative to smoothen the Operations.
* Analysing situations and finding solutions.
* Took initiative for Creating macros which leads to Time Saving.
* Dedicated to expand subject knowledge and willingness to continuously learn and grow .

**TECHNICAL QUALIFICATIONS**

* MS Office, Advance Excel & VBA Macros.

**INTERSHIP PROJECTS ON:**

* Research and analysis on “Volatility difference between stock prices in public sector and private sector banks during market crash in year 2008.”
* Bank assurance (Knowing and elaborating about SBI life and its products).

**EDUCATIONAL QUALIFICATIONS**

* Passed M.B.A (Finance & Marketing)(72%) in 2014 from Green Heaven Institute of Management & Research, Nagpur.
* Passed B. COM. in Computer Application(62%) in 2012 from SantajiMahavidyalaya, Nagpur.
* Passed H.S.S.C. (58.67%) in 2009 from Dr. Ambedkar College, Nagpur.
* Passed S.S.C.(69.84%) in 2007 from TilakVidyalaya, Nagpur.

**ACHIEVEMENTS:-**

* Awarded with ACE award for 100% accuracy and providing quality data on timely basis.
* Achieved a remarkable appreciation from senior management and offshore for preparing excel macros which helped to reduce time required to complete task, make error free work.
* Event head for sponsors department in college.

**PERSONAL DETAILS:**

Name : Archana Joshi

Father’s Name : Shivshankar Joshi Date of Birth : 8th Feb 1992

Marital Status : Single.

Gender : Female

Language known : English, Hindi, and Marathi, Marwadi.

Declaration

I hereby declare that the information provided above is true to best of my knowledge and belief.

Place: Hyderabad

Date: Archana Joshi