

Neha Zain Shaikh



'Finance Executive with 4 years of experience in audit, banking and pension administration.'

329, Al Khazna Centre, Karama, Dubai.

Date of Birth – 5th April, 1996

Contact Information – neha.mkd5496@gmail.com

Visa Status – Currently on Spouse Visa

Education

- 2016** **Bachelor of Accounting and Finance (BAF)**
Mumbai University – R.D. National College – 6.44 CGPA – (70%)
- 2013** **Higher Secondary Certification (HSC)**
Maharashtra Board – M.M.K College of Commerce – (68%)
- 2011** **Secondary School Certification (SSC)**
Maharashtra Board – Canossa Convent High School – (81%)

Work Experience

- Nov'2019 – Jan' 2021** **Marsh McLennan Global Services India Pvt. Ltd.**
Designation – Associate
Department – Employee Benefits
Job Description -
- Acquired an in depth knowledge on the pension environment prevailing in the United Kingdom i.e. the legislations, types of schemes, calculation of pension for members of schemes and preparation of various correspondences issued to the members.
 - Calculation and checking of pension benefits of UK citizens as per the scheme rules and UK legislations for one of UK's leading retailers.
 - Providing members and other relevant parties with information on request such as fund values, estimated benefits.
 - Interacting with UK counterparts to ensure that correct procedures are being followed and that the members of the scheme are provided with accurate information regarding their pension benefits.
- Nov'2017 – Nov'2019** **HDFC Limited (Deposits)**
Designation – Executive
Department – Banking and Accounts
Job Description -
- Daily updating of receipts, payments and NEFT accounts.
 - Updating recurring deposit records.
 - Updating of cheques banked by customers.
 - Resolving ECS and NEFT Returns.
 - Monthly reconciliation related activities.
 - Front office activities – Providing details of latest interest rates, opening of new deposits & deposit renewals, updating bank details, resolving customer queries.
 - Cheque printing for interest, brokerage & TDS payments.

**Nov'2016 –
Nov'2017**

KPMG India Pvt. Ltd.

Designation – Analyst

Department – Governance Risk & Compliance Services (GRCS)

Job Description -

- Assigned to a leading Indian bank for concurrent audit – trade finance operations.
- Checking of transactions related to trade imports and exports for quality assurance.
- Continuous monitoring assessment of Trade Finance Department.
- Preparation of monthly query sheets and reporting to the client regarding the same.
- Preparation of audit reports with effective presentation of the audit observations.

Career Objective

- Seeking a career that utilizes my skills in my area of competence and enriches my knowledge and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.
- To observe, learn and share knowledge in order to improve and produce an excellent output.

Professional Summary

- Rapidly adapt to new technologies and possess expertise with MS Excel, PowerPoint, Word and Oracle software.
- Typing speed at 40 wpm.

Skills

- Good communication and problem solving skills.
- Positive and proactive team player.
- Ability to multitask and work in a busy environment.

Interests

- Solving puzzles.
- Travelling, hiking and experiencing new adventures.
- Cooking by trying new recipes.
- Socializing and meeting new people.
- Swimming.
- Art and Craft.

Language Proficiency

- English (Fluent)
- Hindi (Fluent)
- Marathi (Fluent)

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Neha Zain Shaikh