5, Nasser Khamis Building

13 38th St, Union,

Deira - Dubai

(+971) 58 965 8783

(+971) 52 624 6715

**deepthinair246@gmail.com**

Deepthi Muralidharan



**CAREER OBJECTIVE**

Skilled processor with 3 years of experience providing superior service in various aspects of Capital markets. Ambitious to employ my skills earned from my experience in a suitable team where hard work is appreciated and to be in a position which is best suited to my knowledge and skills.

# **CORE STRENGTH**

* Experience with MCH, Tally, MS Excel, MS Word and PowerPoint.
* Ability to complete multiple tasks in a timely manner.
* Ability to meet strict deadlines.
* Curious to learn new things every day to equip myself within the industry.
* Provide training to the team
* Possess strong work ethics
* Building a good rapport with clients

# **EXPERIENCE**

## STATE STREET HCL SERVICES, Coimbatore.

**Analyst -** June 2016 - July 2017.

**Senior Analyst -**  August 2017 - June 28, 2019.

**Responsibilities:**

* Fund on boarding – Setup funds for Canadian clients on MCH like providing the client details, fund details and Opening different country markets for the funds to Trade and notify various teams to add fund to their system.
* Employee/Client access setup – Creating LAN Id, Outlook setup, access to various application such as Mystatestreet, MCH, IMT etc
* Fund/Emp/Client maintenance – Any amendment which is required for the exiting setup.

## S&G Accounting Solutions, Coimbatore.

October 2019 – March 2020

**Responsibilities:**

* Maintain day to day books of accounts in Tally
* Maintain Bank Reconciliation Statement and Reconciliation of Debtors and Creditors
* Maintain Journal entry, Purchase & Expense Invoice

**ACADEMIC CREDENTIALS**

* Bachelor of Commerce with Computer Application - **B.com(CA)** ,Sri Krishna Arts & Science College, Coimbatore.
* **NISM** - Series - VII Securities Operations and Risk Mgmt Certification (2016).
* **NCFM** - Series - II & V Mutual Funds & Financial Markets

# **ACHIEVEMENTS**

1. **Best Performer for the half year Hi-2017**
2. **Best Performer for the quarter JFM - 2018**
3. **Best Xtra Miler - 2019 for on time client deliverables (Statestreet HCL Services).**
4. **Received many direct appreciation emails from the clients for high accuracy and timely deliverables.**

# **PERSONAL INFORMATION**

D.O.B - **11-01-1996**

Age: **25 years**

Marital Status: **Married**

Passport number: **T8330034**

Language Known: **English, Malayalam & Tamil**

# **DECLARATION**

I **Deepthi Muralidharan**, hereby declare that above furnished particular are true to my knowledge and belief

Yours Faithfully **Deepthi M**