

# SANDHYA RANI K N

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## Career Focus

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- B.com graduate (ICSI executive module 1 cleared) with an experience in Northern Trust Operating Services as Financial Analyst.
- A proactive learner with a flair for adopting emerging trends and addressing requirements to achieve organizational objectives and profitability norms.

**Work experience in Northern Trust Operative Services – Jun 2016 to Nov 2019**

**Joined as financial Analyst**

**Awards and Recognitions – won Spot Award - 2017**

## Professional Experience

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- Good understanding of Global Equity and Fixed Income markets, capital markets and Corporate Actions.
- Monitor and Track accuracy of NAV estimate.
- Review formal NAV's prepared by Fund Administrator and ensure accuracy.
- Interfaces with portfolio manager and investment professionals regarding investment in underline fund.
- Accurate pricing of Stocks.
- Calculate fully loaded NAV estimate on a T basis that includes all top day trade.
- Daily review of market positions, market value and work to resolve audit issues for internal teams and clients.
- Assure timely delivery and accuracy of reporting.
- Process daily trading and FX rates with using Bloomberg, Refinitiv and Markit etc.,.
- Provide administrative support to Funds Management Group.
- Provide a continual and immediate open line of communication to other teams.

- **Training attended**

Email Writing Structure, Communication Skills, Time Management skills,  
Basic Excel Training, Development of Soft Skills, Money Laundering.

## PROFESSIONAL SKILLS

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- Strong organizational skills – ability to prioritize tasks and effective performance under pressure.
- Working with various products like Equities, bonds, Swaps, Options, Fx rates, mortgage, financing and future.
- Able to effectively work in a team environment and possesses collaborative decision-making skills.
- Maintains excellent verbal and written communication skills internally and with outside parties.
- Operate effectively and independently in a dynamic environment with tight deadlines, and can prioritize one's own work to achieve them.
- Possess very good interaction skills and is highly articulate.
- Ensuring a high quality of service provided to clients.
- Strong time management and punctuality.
- Monitoring of instructions and queries incoming from clients and other vendors.
- Understanding types of financial instruments.
- Adhering to all relevant Procedures and Controls.
- Supporting of positive and professional work environment.
- Completing of all necessary trainings within the time limit.

## Skills For Custody Operations Expert

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- Focused on details when performing the tasks and ability to handle risk process.
- Great team players able to work efficiently under time pressure, to motivate others and to work towards common goal of the department.
- Support colleagues and peers during peak volume periods and/or other absence.
- Come with ideas for new projects and actively engaging in improvement of current Proxy processes and taking lead.

## EDUCATION

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- ICSI Executive module 1 in 2016 cleared.
- B. Com(general) *Alva's* Degree College – Mangalore university in 2015 secured 76%.
- P.U.C in EBACs state syllabus in 2012 secured 79%.
- S.S.L.C in state syllabus in 2010 secured 69%.