

TEJASHREE KHANDARE

CONTACT

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SUMMARY

Curious, energetic, skilled in Microsoft excel with more than several years of experience in the financial market. Enthusiastic and capable to work under pressure. Looking to join a company that will provide me an opportunity to continue my professional growth while at the same time offer me the challenge of developing my expertise.

EDUCATION & CERTIFICATIONS

Business Analyst certification- 2024 (IIM vishakhapatnam)

MBA: Finance, 05/2017

Savitribai Phule, Pune University
-Pune

B.COM: Commerce, 04/2013

B.A.M.U Aurangabad - Aurangabad

SQL certification

Python certification

SKILLS & ACCOMPLISHMENTS

- Expertise in MS Office
- SQL
- Rewarded as Star Performer for 3 times.
- Received appreciation Emails from Clients, Line Users and Onshore Managers.

EXTRA CURRICULAR ACTIVITIES

- Worked for CSR activity for NGO, tree plantation, joint initiative of MIT College & Edelweiss.
- Volunteered in Marketing meet E-Tailing in MITSOM (2015)
- Volunteered in HR meet in MITSOM (2015)
- Volunteered in Workshop on "Ethics, IPR & Brand Protection "

WORK HISTORY

Lead Engineer - Product Support, 03/2019 to Current

FIS Global Ltd (5 Years) - Pune, Maharashtra

- Leading a team to manage BAU process, escalations, ad-hoc requests, performance tracker, onboarding/offboarding & training new joiners.
- Creating process documentation, assessing risk factors, planning preventions and backup plans for wealth & retirement management platforms.
- Collaborating with Development team to monitor reported L3 issues & liaise with CSR, Clients & other stakeholders.
- Working on regression testing, documentation & other assigned tests for signoffs from ID Admin team.
- Facilitates additional support to clients in addressing and resolving complex operational and technical issues of Trust Accounting Platforms to resolve or handover to concerned team.
- Created cash recon using Power BI
- Publishing required KPIs, ageing reports to management & stakeholders.
- Supporting IT Audit compliance process as per SOC/ARC guidelines for more than 50 banking clients (mostly based in US, Canada & UK).
- Designing process flow, process documentation, creating MS Excel/ MS Access forms & managing local database on SQL server.
- Managing PII/NPI user data extracted from servers in raw format to create & publish meaningful reports for stakeholders, business units & senior management.
- Supporting Project Managers for Client conversion as well as onboarding & offboarding clients on supported applications as per EIAM policy standards.
- Working on JIRA & Service-Now tickets to manage access, accounts & profile related requests/issues of internal/external users.
- Publishing Weekly & Monthly MIS reports.

Senior Equity Advisor, 03/2017 to 03/2019

Edelweiss Financial Services Ltd (2 Years) - Pune, Maharashtra

- Acquisition of new clients through references.
- Portfolio Management & financial planning programs of HNI and UHNI clients by considering risk and return of each asset class.
- Help clients to know the various investment opportunities like Equity, Derivatives, IPOs, PMS, AIFs, Mutual funds, Bonds, NCDs, ETFs, etc.
- Diversify client's portfolio and use various hedging techniques to manage high market volatility.
- Also do equity trading on behalf of clients.

Trainee, 04/2016 to 05/2016

Share Khan Ltd (2 Months) - Aurangabad, Maharashtra

- Generated new meetings with senior engagement
- Built relationship with clients
- Service delivery and evaluation of customer feedback