

## MUSKAN MOTWANI

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## SUMMARY

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## WORK EXPERIENCE

### State Street HCL Pvt Ltd

Nov 2021 - May 2024

Senior Analyst

DTC Settlement

### Responsibilities -

- Trade settlement teams that include trade capture, matching, and settlement of securities.
- Implemented procedures to acquire securities from other brokers as per instructions.
- Checked if client trade details matched broker confirmations for different types of securities.
- Carefully reviewed important details like A/C number, CUSIP, ISIN, and money. Ensured accuracy through careful verification.
- We settle the trades on behalf of IM for equity and fixed-income product securities covering DTC, LATAM, European, and Canadian markets.
- We reach out to our internal team to cancel and reinstruct the trades from GTM if there is any SSI amendment required for the trades.
- Investigating the unmatched trades and chasing relevant teams to amend the correct instructions.
- Focused on a client-centric approach, skilled in addressing client priorities, and efficiently resolving escalation, ultimately achieving client satisfaction.
- Ensured the timely and accurate settlements of trades in accordance with their designated deadline.
- Work on the exception and look at the reason for the trade to flow under the exception report and take the action accordingly.
- Delivered various reports on a daily basis to their respective departments.
- Initiating the EOD balancing process after the final figures have been released.
- Maintain balance between the debit and credit sides of the bank statement when recording journal entries.

## SKILLS

### Soft skills

- Target-Oriented
- Problem Solving
- Team Management
- Multi-task and handle high volume
- Risk management

### Technical skills

- Investment banking
- Trade settlement
- Financial instruments
- Trade life cycle
- Capital Markets
- Reconciliation

EDUCATION		
DAVV UNIVERSITY		2021
MBA		
74%		
VIKRAM UNIVERSITY		2018
B.com		
58%		
CBSE BOARD		2015
12th		
62%		

AWARDS AND ACHIEVEMENTS

- **Certificate of achievements**
  - Best Performer in 2022 - Recipient of the Best Performer award at State Street HCL, exceeding targets and driving exceptional results.
  - Best Performer in 2023 - Acknowledge as the Best Performer, as consistently delivering exceptional results and dedication to excellence.
- **Certificate of Recognition**
  - Achieved the pinnacle of success with the prestigious certificate of recognition, commitment to excellence, innovation, and impactful contribution.

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge. I always keep my confidence high in a position to take the challenges.