



# Iral Jenisha Saldanha

## PROFILE SUMMARY

### CAREER OBJECTIVE

Seeking for new opportunities as an enthusiastic professional individual and want to learn new skills and advance my career as well as achieve organization goals. I can apply my experience along with excellent communication skills and ability to work independently and collaboratively within teams.

### CONTACT DETAILS

Phone : +971 544246395  
Email : jenishairal@gmail.com  
Location :Dubai, UAE

### SKILLS

- Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Decision Maker
- Tally ERP9 with GST
- Team Management
- Quick Learner, Good Communicator
- Problem Solver

- Working on Hedge fund & investor services operations, showing ownership for a group of client assigned, taking initiative to own operations for assigned clients.
- Dedicated team member with extensive experience helping recruitment teams identify new talents for companies. Key strengths in working in a new environment and helping the team achieve its goals. Focus on coordinating the recruitment process and providing sourcing services.
- A diligent, meticulous, and reliable auditing student with knowledge of various processes, including performing sales audits, internal policy reviews, and quality assurance assessments. With an internal auditing diploma representing training in legal liability, tax return filing and justifying audit reports.

## WORK EXPERIENCE



### State Street Corporation.

#### Associate 1

**Bangalore, Feb 2023 – Jan 2024.**

- Processing Capital activities (subscription, redemption, transfer, switches) and non-financial activities (new investor creation, static data maintenance, statement & contract note distribution, audit confirm, responding to investor / client queries & multiple time bound projects).
- Coordinating with host location for daily deliverables, should be able to work with tight SLA while maintaining agreed accuracy and timeline.
- Identifying discrepancies affecting accounts, makes necessary corrections where possible, or route information to the originating area and follows through until corrections are made.
- To maintain established quality/accuracy and timeliness standards with respect to all types of activities.
- Responding to internal and external queries, resolving discrepancies related to investor activities.
- To work within predetermined deadlines and prioritizing workloads whilst working under pressure.
- Responsible for day-to-day operations and identifying any unusual or potentially suspicious transactional activities and must report or escalate to relevant officers.

## EDUCATION DETAILS

- **Master of Business Administration**  
Mangalore Institute of Technology and Engineering.  
Completed **MBA** in 2022  
(Major: Finance & Marketing)
- **Bachelor of Commerce**  
Poornaprajna College, Udupi  
**B.Com. Hons.** in Accounts (2017 - 2019)
- **Pre-University Course**  
St.Marys PU College, Shirva  
HSC in **Commerce** (2015- 2017)
- **Secondary School Leaving Certificate**  
Don Bosco English Medium **High School**,  
Udupi (Karnataka)  
Completed SSLC

## PERSONAL DETAILS

DOB : 17/02/1999  
Gender : Female  
Marital Status : Single  
Nationality : Indian  
Languages Known : English, Hindi,  
Kannada, Tulu & Konkani

## HOBBIES

- Travelling
- Trekking
- Gardening
- Acting.



## Bardwood support Services.

### **Recruitment Executive**

#### **Bangalore Oct-2022 to Feb-2023**

- Advertising vacancies on all major job posting sites, and on our social media platforms.
- Collecting and reviewing applications to shortlist candidates.
- Conducting background checks to ensure that candidates are fit for appointment.
- Contacting applicants' nominated referees to ascertain their work ethic and experience.
- On call meeting with and interviewing shortlisted individuals.
- Consulting with members of the applicable team to obtain their input on potential hires.
- Selecting the most suitable candidates and providing them with job offers.
- Scheduling training and orientation for new employees.

### Personal projects

- **A Study On CAPM And APT Model Of Selected 10 Stocks In Nifty Index With Reference To Geojit Financial Services Limited, Kinnimulky Udupi.**  
The Capital Asset Pricing Model (CAPM) and Arbitrage Price Theory (APT) is one of the main models used to find out risk and return. This project mainly focuses on calculation of risk and return of selected 10 nifty companies by using Capital Asset Pricing Model (CAPM) and Arbitrage Price Theory (APT).
- **Organisation Study Report On Aditya Birla Capital.**  
Authored the study of the company background, policies, strategies and decision patterns of the organization. thoroughly analyzed the industry using porter's 5 forces and highlighted future growth using McKinsey's 7S model. executed the year-on-year analysis of the company's financial statements; correlated decline in profitability with decline in market share.

**DECLARATION:** Information stated above is true and correct to best of my knowledge and belief.

**Place: Dubai**