

**Gaurav Jirapure**

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**Synopsis**

Overall Experience of 10 Year's. A dynamic professional with 3.6 years of experience in Regulatory reporting, 6.6 Years of experience in handling Global Equity Derivative trade capturing, Trade life cycle & Capital market and Regulatory reporting in the Investment Banking Operations sector and Additionally having experience in Data Management & Data Lineage. Currently designated as **Assistant Manager In Mphasis Limited.**

**Corporate Exposure**

**Mphasis Limited**

**Assistant Manager, Regulatory Reporting (Since May2021 till now)**

**Process Overview:**

Responsible for testing (UAT) new Risk Management booking system & migration to new RMS from Reg reporting point of view, to check regulatory obligations.

**Key Responsibilities:**

- Responsible for checking all the attributes in new RMS from Regulatory prospective
- Ensure reporting is done timely & accurately in all application jurisdiction like EMIR, CFTC, MIFID II, FCA
- Validating booking system, multiple systems, regulatory reports, DTCC reports
- UAT checks before project go live in Prod environment
- Validation need to done in MIFID RTS22
- Liaise with different stakeholders, Tech Team to make them understand issue facing in UAT environment and in reg reporting
- Exception management & Jira raising
- Controls & audit in all checks and validation

**SG Analytics Pvt. Ltd., Pune**

**Lead Analyst, Clearing Data Cleansing House (Since July 2019 to April 2020)**

**Process Overview:**

Responsible for Team handling and managing  
Responsible for timely and accurate Reference Data analysis & Data cleansing from multiple sources according to set rules (Operations).

**Key Responsibilities:**

- Responsible for timely and accurate Data lineage & Data cleansing (remediation) from multiple sources or from master data according to set rules.
- Consolidation of similar Reference data from multiple sources and identifying differences for its remediation for operational purpose.
- Raising Jira ticket, follow up for resolution to close the ticket.
- Applying data quality concepts to complex operational and analytical data sets
- Party/counterparty, Legal Party Hierarchy, Relationships
- Working with client data such as in client onboarding, client contracts and client

- relationship management space
- Managing team of 25 including Analyst & Sr. Analyst
  - Develop, maintain, trend and report Key Performance Indicators
  - Leads and directs the workforce in problem identification, problem solving and implementing continuous improvement measures
  - Managing assigning daily BAU to team and ensuring of its completion
  - Daily, Weekly & Monthly Reporting to client
  - Managing communication between on-shore and off-shore teams and external stakeholders

**HCL Technologies Limited, Pune**

**Lead Analyst, Trade and Transaction Reporting Operations in Capital Market TTRO  
(Since November 2017 to March 2019)**

**Process Overview:**

Responsible for ensuring the timely and accurate submission of transaction reporting obligations to regulator.

**Key Responsibilities:**

- Responsible for the accurate and timely reporting of transactions to jurisdictions HKTR.
- Reconciliation between FO booking system vs DTCC report vs Regulatory report
- Highlighting analysing and remediating regulatory reporting issues
- Responsible for coordinating Trade Transaction Reporting Support team relating to capital market and Compliance, to undertake the appropriate remediation steps to resolve reporting issues.
- Raising Jira ticket, making sub task, follow up for resolution & closing the ticket
- Monitor transaction reports and exceptions and ensuring that product areas like OTC Derivatives, equities, Fixed income are actively resolving outstanding exceptions on a daily basis.
- Responsible for delegated client reporting; ranging from general enquires on service, on-boarding, reporting submission and regulatory queries from clients
- Responsible for Matching and pairing activity for linkage or trades.
- Verifying security pricing

**Cognizant Technology Solutions Pvt Ltd, Pune**

**Process Specialist, Middle Office capital market Operations in Equity Deal review OTC derivatives  
(Since March 2014 to September 2017) (Dept –Middle Office Operations IB)**

**Process Overview:**

To support investment bank middle office operation in Capital market Trade capture, Front Office (Booking) & Sales Assistance (Marketer)

**Key Responsibilities:**

- Performing the Deal review job for the OTC equity derivative trades to have accuracy over the booking and the Term sheet and Confirmation.
- Capturing of Trade Reconciliation between FO booking system vs Termsheet/Confirmation/SOC during the Trade life cycle
- Managing the risk booking control by liaising with Front office to reduce the risk over trade.
- Raising queries to the Traders and Marketers to resolve the discrepancies in the trade and the booking.
- Liaising and resolving queries of the team with the Middle Office team.
- Review of various OTC products viz. Vanilla, Rainbow Knock outs, Basket return, Accumulators, Worst range accrual, Swap option, Securitized products etc.
- Project Payoff of all the OTC derivative and securities products to provide PnL impact if booked incorrectly.
- Research and resolve discrepancies through proactive communication with internal partners (legal, sales & trading)
- Provide on the Job training to new Joiners to help them function better
- Have trained colleagues in preparing report in excel and using the VLOOKUP and other functions which are essential in the day to day life and helped in conducting training.

**Achievement:**

- Have successfully migrated the Equity Deal Review Process from Mumbai to Pune.
- Prepared process Manual (SOP).
- Handling the team and attending Daily calls with the higher management in the absence of team leader.
- Got the best performing employee award for the highest number of trades reviewed.

<b>Eclerx Services Ltd, Mumbai</b>
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**Senior Analyst in Middle Office capital market Operations Equity Deal review OTC derivatives  
(Since June 2012 to Feb 2014) (Dept –Middle Office Operations IB)**

**Process Overview:**

Deal review process continued with Cognizant after Eclerx.

To support investment bank middle office operation Controls, Front Office (Booking) & Sales Assistance (Marketer)

**Key Responsibilities:**

- Performing the Deal review job for the OTC equity derivative trades related to capital market which should have accuracy over the booking and the Term sheet and Confirmation
- Raising queries to the Traders and Marketers to resolve the discrepancies in the trade and the booking
- Liaising and resolving queries of the team with the Front Office team.
- Review of various OTC products viz. Vanilla, Rainbow Knock outs, Basket return, Accumulators, Worst range accrual, Swap option, Securitized products etc.
- Project Payoff of all the OTC derivative and securities products to provide PnL impact if booked incorrectly.
- Research and resolve discrepancies through proactive communication with internal partners (legal, sales & trading)

- Provide on the Job training to new Joiners to help them function better

### **BNP Paribas Mutual Fund, Mumbai**

**Mutual Fund Sales Manager (September 2011 to Jan 2012)  
(Dept – Mutual fund sales by Banking Channel)**

**Key Responsibilities:**

- Understand the each product from Mutual fund study the portfolio well.
- Approach all Assistant manager & Branch manager of bank, to increase sales target
- Regular monitoring of NAV of all Mutual funds and make clients aware of current NAV
- Making sales report

**Achievement:**

- Achieved all sales target on individual basis
- Maintained good relation with all clients and add new clients
- Handling Daily calls with clients
- Got incentive for achieving target

### **Paramatrix Technologies Pvt. Ltd, Mumbai**

**System/Network Administrator (Since August 2007 to  
July2008)(Dept – IT)**

**Key Responsibilities:**

- Handling servers & internal network of company
- Maintaining Network fluctuation to cap the outflow & inflow of data
- Maintaining active directory of all users

**Achievements:**

- Create new servers like Mail server, Active directory server, Remote monitor server etc
- Create new Time sheet as per company policy & user friendly
- Company send me to client for backup support
- Trainer for all New joiners
- Generated new idea of documentation which helped company to get ISO certification (ISO 9001:2008)

### **Academia**

- **MBA in Finance ( From Rizvi Institute of Management Studies & Research, Mumbai in 2011 )**
- **Bachelors in Commerce ( From Mumbai University in 2007 )**

### Personal Minutiae

Date of Birth : 29<sup>th</sup> March' 1984  
Gender : Male  
Marital Status : Married  
Languages known : English, Hindi, Marathi, Gujarati.  
Permanent Address : C-3/S-2, M.G. Complex, Sector-14, Vashi, Navi Mumbai 400703  
Current Address : H-2002, Puneville Phase2-, Kate wasti, Punawale, Pune 411033  
  
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### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:** Mumbai

**Date:**

**Gaurav Jirapure**