

NEHA SHRIVASTAV

Operations Analyst

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PROFESSIONAL SUMMARY

Detail-oriented Operations Analyst with 2+ years of experience in Fund Administration, NAV oversight, and cash & position reconciliation for global investment funds. Experienced in handling high-volume financial operations including trade verification, subscription/redemption processing, and client portfolio management. Proven ability to resolve reconciliation breaks, maintain accurate fund records, and ensure regulatory compliance. Skilled in Advanced Excel, financial data analysis, custodian reconciliation, and operational risk mitigation while working with leading custodians such as J.P. Morgan, Morgan Stanley, and Goldman Sachs.

CORE SKILLS

Fund Operations & Finance: Fund Administration | NAV Oversight | Cash & Position Reconciliation | Custodian Reconciliation | Subscription & Redemption Processing | Break Investigation & Resolution | Trade Processing & Verification | Client Portfolio Management

Technical Skills: Advanced Microsoft Excel (XLOOKUP, Pivot Tables) | Financial Data Analysis | i-Nexus Dashboard | Data Reporting and Monitoring | MS Office | Financial Reporting

Financial Instruments: Equity Securities | Fixed Income Securities

Professional Skills: Client Reporting & Communication | Risk Mitigation | Problem Solving | Time Management | Detail-Oriented Operations | Cross-Team Collaboration

PROFESSIONAL EXPERIENCE

Operations Analyst

Feb 2024 – Present

SRL Global

- Managed daily control reports, cash breaks, and dashboards while monitoring operational inboxes to ensure timely trade processing and request handling across global fund accounts.
- Maintained and updated portfolio data for 50+ accounts while performing ongoing account maintenance to ensure accuracy and reflect client-level changes.
- Processed subscriptions/redemptions and prepared reconciliations between custodians (J.P. Morgan, Morgan Stanley, Goldman Sachs) and internal records in line with procedures.
- Investigated and resolved discrepancies in cash, trades, holdings, and NAV using Advanced Excel and dashboards, including pricing trend checks and income accrual validation.
- Collaborated with internal teams and participated in operational reviews to resolve issues, mitigate risks, and improve service efficiency.
- Prepared client reporting packs (monthly/quarterly/ad-hoc) and standardized templates/data sourcing to improve consistency and reduce manual effort by 25%.

Summer Intern

May 2023 – Jul 2023

Limit Exports Pvt. Ltd.

- Conducted financial analysis of companies and competitors to support expansion and diversification strategies.
- Analyzed company financial statements and industry trends to assist management in strategic decision-making.
- Prepared analytical reports and insights based on financial performance indicators.

PROJECTS & ACHIEVEMENTS

- Managed operational activities for 50+ global investment fund accounts.
- Maintained zero unresolved reconciliation breaks during month-end reporting cycles.
- Worked with major global custodians including J.P. Morgan, Morgan Stanley, and Goldman Sachs.
- Improved operational efficiency and reduced processing time by 25% through process improvements.

EDUCATION

Master of Business Administration (MBA)

IES Management College and Research Centre

Jun 2022 – May 2024

CGPA: 3.54 / 4.0

Bachelor of Commerce – Accounting & Finance

Thakur College of Science and Commerce

Jan 2019 – Mar 2022

CGPA: 8.67 / 10