



# Jyothi Nair

## PROFESSIONAL SUMMARY

Possess 5+ years of diverse work experience spanning in IT and Finance Sector in domains such as Data Analytics Audit, Technologies - Oracle /SAP,Market Capitalization , Equity & Debt Public Issues etc. Motivated to build skills in complex, Techno- Functional Role. Knowledgeable and resourceful in Fintech space. Committed and hardworking with excellent interpersonal skills for productive client and staff support.

## WORK HISTORY

**Freelancing - Cash Rich Ltd — Dubai, UAE** 11/2023 - Present

- Resolved tickets related to investments plans / Activation issues / Quick Pay activation / KYC status / NAV historical information etc.
- Providing Automation Logic Projects to Development team in order to reduce Manual dependency.
- Preparing Business Requirement Specifications and Process Documents.
- Customer Relationship Management and Change Management.

**Global Internal Audit -Internal Auditor** 04/2023 - 10/2023  
**HSBC Professional Services Limited - Mumbai, India**

- Worked with Market Securities and Services Audit teams on Global Audits for Asia-Pacific Region directly in different phases of Audit covered for 7 regions Globally.
- Worked with Data Analytics teams on Global Audits using technical skills such as coding in Python and extracting data using various tools covering regions such as United Kingdom , Mexico and Singapore.

**Listing Sales & Operations - Assistant Manager** 07/2021 - 03/2023  
**Bombay Stock Exchange Ltd - Mumbai, India**

- Handled Public Issues such as IPO , OFS , OTB , Rights Issue, etc .
- Worked as Business owner / Technical Consultant for BSE - CRM in BSE Listing Sales and Operations Domain.
- Providing Automation Logic Projects to Development team in order to reduce Manual dependency.
- Preparing Business Requirement Specifications and Process Documents.
- Testing UAT and Live IBBS Environment post development of the proposed changes.
- Interaction and Consultation on the Product with Corporate Clients across India.
- Review on Market Capitalization of the companies and Business activities and updating the Team to maintain in Database.
- Resolving Technical tickets raised by Market Participants and helping on Business Development by coordinating with the CEO, CTO and CIO of BSE and with different Head of Department officials.
- Demonstrating the API Integration in JSON language and working on MIS Reporting.

**Business Development Manager** 05/2020 - 09/2020  
**Cash Rich Ltd - Mumbai, India**

- Areas of Research included are Funds, Current Affairs, Exchange rates, Different Indexes, Volatility of NSE & BSE indexes Etc.
- Resolved tickets related to investments plans / Activation issues / Quick Pay activation / KYC status / NAV historical information etc.

**Senior Software Engineer** 07/2016 - 07/2018  
**iGate - Capgemini Ltd - Mumbai, India**

- Web Tools such as HTML,XML and Modeling Tools Oracle Report Builder, Forms builder
- Hands on experience with Applications such as Oracle Fusion Application, Oracle Taleo ,Oracle HCM Cloud Applications, SAP
- Languages used are C/ C++ / Java / SQL / PLSQL and Operating system - Windows
- First project - Carlson Wagonlit Travels . The Technology included Oracle HCM and Fusion cloud.
- Second project - Friesland Campina which is a Dutch based company. Technology included SAP Successfactors.

## EDUCATION

**Master of Business Administration: Financial Technology, 03/2019 - 05/2021**  
**Bombay Stock Exchange Institute ltd - Mumbai ,India, India**

- Financial Management & Modeling, Financial Accounts, Statistics, FinTech, Credit

## CONTACT

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## SKILLS

### PROFESSIONAL

- Programming Languages: R programming, MySQL, PostgreSQL, XML, Python, Java, C Programming , JSON .Net C, C++
- Scripting Languages: HTML, CSS, Tools such as R studio, Oracle Fusion, Zoho, Freshworks, Fresdesk, ORAPPS
- Tools : Celonis, Helios, ARAMIS, DEER, MR++, MIS tools, Tableau, Excel, Spyder, Jupyter Notebook
- Anaconda, Visio , SAMS etc.

### PERSONAL

- Competitive.
- Finding opportunities in problems and experiences.
- Motivated by achieving goals set.
- Open to learning and upgrading skill set.

## LANGUAGES

English

Fluent  
Hindi

Fluent  
Malayalam

Native  
Marathi

Fluent

analysis, Strategic Financial Management, Fund & Portfolio Management, Derivatives, Business, Market & Competitive Strategies, International Business , Security & business Laws, Business Communication & Leadership development.

**Bachelor of Engineering: Information Technology, 03/2012 - 05/2016**  
**Pillai's Institute of Information Technology | B.E.I.T - Mumbai,India, India**

- DBMS, Programming using Java and Algorithms, Information systems, Web technology, Cloud Computing, Research Projects, Physics, Chemistry, Mathematics, etc.

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## ACCOMPLISHMENTS

- Documented and resolved Operational and development related issues which led to successful and smooth functioning of Equity and Debt Public Issue for Bombay Stock Exchange Limited.
- Supervised team of 3 staff members.
- Used Visio tool and other reporting/ Data visualisation tools for workflow designs and usecases.
- Collaborated with multiple teams in the development of iBBS Platform and MIS for BSE Limited.
- Resolved product issue through UAT testing.

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## INTERESTS

Social Welfare, Environment protection, Monsoon treks, Cricket, Chess, Cooking, badminton, singing, dancing, reading, research related to blackholes and science, adventurous, learning new aspect.

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## CERTIFICATIONS

- Cyber security certification from Government of India.
- SAP Success factors Competency, news Letter publication.
- Research Analyst, Stock Torero conducted by Bombay Stock Exchange.