

Simran Kaur

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Summary

I'm passionate about what I do and have 3+ years of experience getting things done and learning along the way.

Skills

- Compliance awareness
- Microsoft Excel
- Transaction processing
- Deadline oriented
- Multitasking
- Decision-making

Experience

December 2023 to July 2025	Energizer Transfer Agent	Noida
	<ul style="list-style-type: none">• Prepare documents such as checks, drafts, wires, ACHs, and EFTs required for the settlement of trades.• Maintain records to ensure the accuracy of transfer documents, such as stock certificates and powers of attorney.• Update shareholder information, including addresses and tax statuses, to ensure compliance with client requirements, and enhance communication.• Manage shareholder requests, including transferring and selling Trust shares, ensuring compliance with regulations, and timely processing of transactions.	
December 2022 to December 2023	Concentrix daksh India pvt. Ltd Advisor, Operations	Gurugram
	<ul style="list-style-type: none">• Review, classify, and/or remove content according to client guidelines, using specific tools and channels.• Understanding and making decisions, taking actions as per client policies and guidelines.• Investigate, resolve, and relay complex content issues to the broader Trust and Safety team.• Identify improvement opportunities in workflow, and suggest solutions to improve quality and overall efficiency of the process.• Engaged in conversation around socially sensitive topics, with the purpose of keeping our communities safe. Engaged in the well-being activities.	
July 2021 to October 2022	HDB Financial Services Junior Officer - Processing	Rohtak
	<ul style="list-style-type: none">• My role in HDB Financial Services (provided services to HDFC Bank Ltd.) was to input installment loan files and disburse loans with the proper amount.• Generating prepay rates with detailed repayment schedules, mailing the requirements, and interacting with superiors about clients' request executions and demands.• Maintaining records in Excel sheets for the same, issuing NOCs, getting them cleared, and managing loan file records, etc.	

Education and Training

2024	Chandigarh University MBA: Commerce	Chandigarh
2021	Maharshi Dayanand University Master of Commerce: Commerce	Rohtak

