

RESUME

Juliana Ornelas Dantas

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Career Objectives

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

Education Details

Courses	School / College	Board / University	SGPI / Percentage	Year
MBA (Finance)	Welingkar Institute of Management		Sem. I & II : 78 % Sem. III & IV : 81 %	2021-23
Bachelor in Accounts & Finance (BAF)	St. Andrews College, Bandra -	Mumbai University	CGPI :- 8.41	2018-21
H.S.C	Thomas Baptista Junior College, Vasai	Maharashtra Board	82.77%	2018

S.S.C	Canossa High School	Maharashtra board	84%	2016
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Additional Qualification

Certificates	Grade / Marks	Year
MS-CIT	96	2018
Certified Citizenship and Leadership Course	-	2020
Risk and Management Course	-	2020
Tally in Accounts (InternshalaTrainings)	74%	2021
NISM-Series VII: Securities Operations and Risk Management.	50	2022

Professional Experience

❖ **National Securities Depository Limited (NSDL)** from October 2022 onwards

Executive

Fixed Income Group (Issuer Service Department)- ISIN generation and Corporate Actions

Responsibilities:-

- Generate ISINs for Commercial papers, Certificate of Deposits, Security Receipts, Pass through Certificates, Government Security, Treasury Bills, Bonds and Debentures in India
- Verify required documents (e.g., Board Resolutions, Term Sheets) and comply with SEBI circulars to allocate ISINs to issuer companies.
- Handling queries related to Commercial papers, Certificate of Deposits, Security Receipts, Pass through Certificates, Government Security, Treasury Bills Bonds and debentures.
- Verify ratings from rating agencies and respond to queries from these agencies.
- Review SEBI circulars and FIMMDA guidelines initiate system updates as required for compliance.

- Resolve queries from issuers and RTAs, maintaining tripartite agreements between Issuers, RTAs, and NSDL.
- Worked closely with the corporate action team to align updates and operations
- Managed depository-related operations and ensure compliance with all processes.
- Handle inquiries from FIMMDA regarding Commercial paper and certificate of deposit and report data to Ftrac, CCIL, MSCI, BSE
- Corporate action for redemption of debt instruments and money market instruments.
- Debit Corporate Actions of Commercial papers, Certificate of Deposits, Bonds & Debentures.
- Maintaining daily & monthly MIS of operational activity for management & regulatory reporting.

❖ **HDFC Securities Ltd.** from March, 2022 till October 2022.

Customer Service Executive

Responsibilities:-

- Handling Inbound Customer Calls.
- Evaluating & Answering Customer Inquiries.
- Providing the Client with exact and proper solutions.
- Resolving Customers issues quickly and promptly.
- Accelerating Client base.
- Providing information to Customers regarding the Company Offerings

Other Activities

- Participation Certificate of learning Microsoft Excel Masterclass: Some Magical Features 2021.
- Certificate of completion of Advance Excel Workshop 2021.

Strength & Abilities

Good instincts, Quick learner and Focused.

Personal Details

Languages Known: English, Hindi, Marathi and Konkani

Address :- Anand Nagar, Vasai West 401202

Date of birth:- 05/04/2001

Declaration

I hereby declare that all the information given by me is true to the best of my knowledge.

(Juliana Dantas)