MEHJABEEN SHAIKH

DATA SCIENCE • MACHINE LEARNING • AI ENGINEERING • FINANCE & CAPITAL MARKETS

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PROFESSIONAL SUMMARY

Finance and Capital Markets professional with **15+ years of domain experience** in fund accounting, financial operations, reconciliation, trade processing, and client management. Transitioning into **Data Science, Machine Learning, and AI** with rigorous professional certification from **IIM SKILLS** covering Python, SQL, Machine Learning, Deep Learning, and Generative AI. Hands-on experience in Scikit-learn, TensorFlow, Keras, PyTorch, and Gensim for end-to-end data processing, exploratory analysis, and predictive model evaluation. Uniquely leverages deep capital markets knowledge with emerging analytics capabilities to drive quantitative data solutions.

TECHNICAL & DOMAIN SKILLS

PROGRAMMING & DATA ANALYSIS

Python · SQL · NumPy · Pandas · Data Cleaning · Data Preprocessing · EDA · Feature Engineering · Statistical Analysis · Data warehouses and big data

MACHINE LEARNING & ALGORITHMS

Scikit-learn · Supervised Learning · Unsupervised Learning · Regression · Classification · Clustering · Random Forest · KNN · Naive Bayes · PCA · AdaBoost · Ensemble Learning

DEEP LEARNING, NLP & GENAI

TensorFlow · Keras · PyTorch · ANN · NLP · Text Classification · Gensim · Generative AI · Large Language Models (LLMs)

VISUALIZATION & DEVELOPER TOOLS

Matplotlib · Seaborn · Jupyter Notebook · Google Colab · Microsoft Excel

DATA SCIENCE TOPICS

Advance Excel & VBA · Python · Power BI · Tableau · SQL · Machin Learning · Generative AI · Deep Learning

AI – ARTIFICIAL INTELLIGENCE SKILLS

AI LEARNINGS (SOCIAL MEDIA – YOUTUBE)

- Artificial Intelligence (AI) Fundamentals
- AI Engineering
- AI Prompt Engineering
- OpenCV and image processing
- Git and GitHub
- AI Models : Google Cloud AI services · OpenAI - ChatGPT · Gemini · Copilot · Grok · Perplexity · DeepSeek · Meta AI etc.
- AI agents and agentic workflows
- Multi-step task automation
- Agent memory and planning
- Multi-agent systems
- AI Automation Specialist

FINANCE & CAPITAL MARKETS DOMAIN

Fund Accounting · Capital Markets · Financial Operations · NAV Calculation · Trade Lifecycle · Cash & Stock Reconciliation · Equity & Fixed Income · FX & Forwards · Repos & Money Ma-rket · Corporate Actions · Trade Settlement · Client Management

CERTIFICATION

Data Science Certification — IIM SKILLS — September 2025 – October 2026

Pune, Maharashtra

Comprehensive, practical training program covering end-to-end data science pipelines and machine learning frameworks:

Data Science · Python · SQL · Machine Learning · Deep Learning · TensorFlow · Keras · PyTorch · NLP · Generative AI · Gensim · Scikit-learn

- Data Science PG Program : Lisburn University : Northern Ireland
- Data Science Course With Gen AI Engineering : IIM Skills
- Data Analytics Master Course With Gen AI : IIM Skills

PROFESSIONAL EXPERIENCE

State Street Corporation Services Mumbai Private limited

June 2021 – Present

Pune, Maharashtra

Executive / Team Leader – Transaction Services (Money Market)

- Manage core financial operations and transaction-processing activities for US-based institutional clients within the Money Market domain.
- Handle high-volume trade processing, income adjustments, ledger accounting entries, reconciliations, and month-end closing activities maintaining strict compliance and SLA timelines.
- Process and validate complex financial datasets involving multi-asset transactions, cash flows, position records, and client custom reports.
- Analyze financial discrepancies, operational exceptions, and reconciliation breaks, coordinating root-cause analysis and resolution across global teams.
- Prepare detailed operational dashboards, audit trackers, and process documentation to enhance operational visibility and client monitoring.
- Lead team workflows, manage task allocation, conduct regular technical training, and mentor team members on capital market domain standards.
- Engage directly with US clients to understand operational requirements, resolve complex service inquiries, and manage critical escalations.

Hexaware Technology Limited. Pune

August 2019 – October 2020

Pune, Maharashtra

Fund Accountant / SME (Subject Matter Expert) - USMF Cash Settlement

- Create & format Broker statement from Right Fax for clients & for daily reconciliation
- Daily Reconciliation with the help of broker statement & other sources
- Knowledge on Broker statement, reading & understanding broker statement like types of brokers, daily accruals, cash settlements, future margin, interest & other breaks identify on daily basis
- Working on future margin & cash & trade settlements
- Maintain daily interest sheet for broker statement
- Distribution posting, Corporate action process, Dividend & interest income discrepancies,
- Manage trades & its life cycle for different type of Capital Market products like Equity, Fixed income, FX, Forwards, Repos, Money Market funds etc.

State Street Syntel Service Pvt. Ltd.

April 2010 – August 2019

Pune, Maharashtra

Fund Accountant / Team Leader – USMF Fund Accounting

- Managed end-to-end fund accounting operations for US Mutual Funds, overseeing daily trade processing, NAV calculations, and financial reporting.
- Executed daily cash and stock reconciliations, systematically investigating transaction discrepancies and accounting exceptions.
- Handled corporate actions processing, dividend/interest accruals, and ledger validation for complex Equity and Fixed Income portfolios.
- Interacted with US client representatives regularly to report NAV metrics and address operational inquiries.
- Led team performance management, authored process improvement documentation, and drove workflow quality enhancements.

EDUCATION

Bachelor of Commerce (B.Com) **Graduated 2008**

University of Pune