



MAXIME LOMBARD

BUSINESS OPERATIONS ANALYST

EXPERIENCES IN SWITZERLAND

Business Analyst Structured Products

Sept 2020 - 31 Aug 2021 : UBP, Treasury and Trading, Geneva.

Missions :

- Support Trading and IT teams.
- PnL calculation.
- Reconciliation.
- Workshop animation with various business managers in order to identify business needs and define new business requirements.
- Translating business requirements into functional specifications.

Business Analyst Tax Income Coupon

June 2018 - April 2019 : EFG private Bank in Geneva.

Missions :

- Treatment and analysis of the income events received by swift or Telekurs for all markets.
- Cash and stock reconciliation on every file.
- US tax allocation on the custodian website.
- US adjustments following mismatched payments.
- Follow-up on any income related issues.
- Market claims handling.

Senior Business Operations Analyst

July 2017 - 30th April 2018 : Barclays private Bank in Geneva.

Missions :

- Collection and booking of all Income in Operations department on the Avaloq system.
- Stock Exchange Settlement / Forex / Money Market processing.
- Investigations queries from Front Office, custodians and counterparties.
- Discretionary Portfolio Management for Operations between CRM Tool Charles River and Avaloq.
- Implementation Support on Charles River in Geneva and Monaco
- Global improvement of the software in constant contact with IT.
- Ensuring compliance with regulation and Tax Authorities.

Business Analyste Structured Products

April 2015 - 31st January 2017 : Avaloq in Nyon (Switzerland).

Missions :

- Treatment of the Operations on Structured Products for the daily activities of Deutsche Bank and Banque Syz.
- Assignments / Exercises / Expiry Process.
- Corporate Actions + Transfer Free of Payment on equities Options.
- Position and Cash Reconciliation.
- Calculation of Margin Variations on Futures.
- Asset Opening, fixing on Accumulator and Decumulator.
- In constant contact with functional experts and IT departments to improve the software and make the process automatic.

PROFILE

Creative Operator specialized in treatment of all Back-Middle office activities on Structured Products / Forex / Money Market / Derivatives / Hedge Funds.

Expert in Reconciliation / Settlement / Corporate Actions / Transfers. Investigations queries from Front Office, custodians and counterparties.

Functional lead support and issue prioritization on diverse IT/trading projects including bug tracking follow up, post-delivery and maintenance, organizing, working and troubleshooting sessions with technical teams, brokers and clients to ensure successful deliveries.

Review specifications with development and business team to ensure testability of the requirements.

Follow up & support client implementation and identify from client feedback potential improvements.

INFOS / CONTACT

Born 27/07/1978


Nationality : French

Permis C (Switzerland)

Single, without child

 Rue Beau-Site 1C
1203 Genève (Switzerland)

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EXPERIENCES IN PARIS

Back-Middle Officer Settlement Warrants

May 2013 - December 2014 : BNP Paribas Arbitrage in Paris.

Missions :

- Processing of Settlement on Warrants and Certificates for the Luxembourg's market (Clearstream account).
- Management of trades unwinding before cutoff, recording and monitoring of post-trade operations.
- Analysis and resolution of pending and breaks.
- Position and Cash Reconciliation on Warrants.
- Produce the daily activity report to third parties.
- Risk control.
- Contact with the trading, counter-parties and custodians internationally.
- Evaluation and improvements in IT level, plus quality customer service.
- Discuss with team & senior management on product positioning, key benefits and potential customers.

Back-Middle Officer Hedge Funds

July 2007 - May 2013 : BNP Paribas Arbitrage.

Missions :

- Control and confirmation of orders on Hedge Funds booked by the Front Office and Customer Service in the system with the confirmations and Contract Notes received from counter-parties.
- Management of securities transactions and booking of Corporate Actions.
- Booking and Transfers of all kinds (side pockets, equalization shares, splits)
- Position and Cash Reconciliation on Hedge Funds Assets.
- Input update and control of actual and estimated prices.
- Support to Trading and Client Service for Chasing of different counter-parties and breaks resolution.
- Detection of legal and accounting errors and Fraud Risk.
- Ensure a constant product evolution based on markets trends, client requirements and needs to improve efficiency and profitability.
- Participate in discussion with key clients on integration opportunities and strategies

SKILLS

COMPUTER SKILLS

Softwares :

WORD - EXCEL - POWERPOINT

AVALOQ - TEMENOS - WEBFOLIO

ALLOCARE - HFTRADER - IGT+ - MATISSE

CALYPSO - POWER - CHARLES RIVER

Sololearn SQL Certification 10/2018

LANGUAGES

- French : mother tongue
- English : professional level (C1)
- German : highschool level (A2)

STRENGTHS

- ABILITY TO REMAIN CALM
- RIGOROUS UNDER PRESSURE
- HIGH CAPACITY TO ADAPT
- EASE TO WORK INDEPENDENTLY

FORMATION

MASTER II

Financial Economist

2006 - 2007 :

in England at 'The University of Sheffield' (Yorkshire)

International student

MASTER I

Management of Organizations

2005 - 2006 :

I.A.E (Institut d'Administration des Entreprises)

Management school of Perpignan

LICENCE

Degree of Cellular Biology

2004 - 2005 :

Henri Poincaré University of Nancy

Laboratory of Statistical Studies Genetics and molecular biology Specialty

DEUG - second year of Science Degree

2003 - 2004 :

Henri Poincaré University of Nancy