

SWATHI.G

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FINANCIAL & ACCOUNTING SERVICES PROFESSIONAL

Having 4.8 years of experience

Career Objective:

Seeking a challenging position in financial sector to work in an environment that gives me a scope to apply my knowledge, assume responsibilities and strive for collective growth through disposition of my logical, analytical and communication skills.

CORE COMPETENCIES:

- Investment Banking, Corporate Action Reconciliation, Accounting and Presentation Skills.

PROFESSIONAL EXPERIENCE:

Accenture Pvt Ltd, Bangalore

Designation :SME in Investment Analyst

Experience :1year.

Role & Responsibilities:

- Event Scrubbing and worked on Pre-advice, Ex-date, Record date advices.
- Migrated Investment portfolio application.
- Researched discrepancies and updated accounts with accurate information.
- Resolved reconciliation discrepancies in a timely manner.
- Conducted research and investigation of all discrepancies.
- Answered client and customer questions regarding accounts and any discrepancies.
- Reported all issues to supervisor as needed.

PROFESSIONAL EXPERIENCE:

Mphasis, Bangalore

Designation : Transaction processing officer

Experience : 3rd November 2014 to October 12th, 2015(1year)

Working for wealth client of largest financial Institution and issuing 1099B form as per the IRS Regulations.

- Sourcing the corporate action information using the Basis pro and CCH application to analyze the effect of CA event on client portfolio.
- Migrated Investment portfolio application.
Checked the accuracy of tax lot/Tax level transaction for all Instruments (EQ, MF, Options and Fixed Income).
- Adjusting cost basis of covered securities and changing the accounting methods as per the client request.
- Reconciliation of Daily and monthly securities Breaking files.
- Corporate actions processed on daily position breaks and provided status (count) to the clients.

PROFESSIONAL EXPERIENCE:

WIPRO Financial Services, Bangalore

Designation : Financial Analyst

Experience : 15th of November 2011 to July 18, 2014(2.8years)

Role & Responsibilities:

- Starting the purchase by initiating the trade transaction.
- Settling the trade with the help of Investment instructions and E-check on the fund level in purchase Team.
- Doing purchase for Registered and Non-Registered Accounts.
- Handle Day to day cash activities and even handle monthly, Quarterly Activities like Dividend Calculations-Cash Events, Liquidity Events-Bonus Shares, Credit Activities-Mergers and Acquisitions.
- Reconciling the daily purchase and redemption of total funds and sending the money to custody if its purchase and we receive money from custody if its redemption.

ACADAMIC & PROFESSIONAL CREDENTIALS

- **MBA-** Finance from “**VIMS, P.G.CENTRE, Gulbarga University**”-2011
- **B.com-** Finance from “**SST College of Commerce, Gulbarga University**”-2009
- Pre-University Course in Commerce from “**SST College of Commerce, P.U. Board**” – 2006

ACADAMIC AND PROFESSIONAL ACHIEVEMENTS:

- Event organized like Mega marketing fair at Bellary in M.B.A which includes 220 stalls.
- Attended various Trainings like, corporate policy Trainings and Leadership trainings, BCP (Business Continuity Plan) and CSR.

Technology Highlights:

Operating System : Worked on MS-office (2007 & 2010).
Other Courses : Internet & E-mail operation, photoshop.
Accounting Package: Tally 5.4, 7.2, 9.0

Personal Profile:

Language proficiency : English, Kannada, Hindi and Telugu
Pass port no. : K8810263
Hobbies : Classical Dance, Listening songs, gardening.

Strength:

Promptness in the completion of the job assigned can work well in a team, effective time management, Positive & challenging attitude, Self-Motivate, Hardworking, Sincere, and Capable of motivating team members.

DECLARATION:

I will put my effort to work with my highest possible level for the growth of the organization and I hereby Promise that all the statements made here are true and best of my knowledge.

Date: 24/01/2019
Adoni

Signature

Place:
G.swathi.