**Grishma ­­­­** 

Email: [grishma.341416@2freemail.com](mailto:grishma.341416@2freemail.com)

**Career Objective**

Seek to be a part of a progressive and expanding organization with scope of career growth and professional advancement and looking for a career which offers me a challenging and learning environment that nurtures individual talent and intellect.

**Brief Overview**

* Result oriented professional extensive experience in areas of Finance.
* Adroit at setting up and handling Finance operations of the company by effective control, communication and co-ordination with banks, branches, customers and vendors.
* Proficient in starring bottom line profitability by ensuring optimal utilization of available resources and effective cost cutting.
* A good team player and effective communicator with problem solving and relationship management skills.
* Ability to adapt well and perform in new competitive environment.
* Can work well in both team environment and individual assignments.

**Work Experience Summary**

* Associate, Finance & Accounts (IGate Global Solution) – 2years 2 months Years (Aug 2013 – Oct 2015)
* Financial Analyst, Asset Pricing (NOSPL – Northern Trust) -2 years (2008-2010)

**Professional Experience**

**IGate Global Solution**

***Associate*** *2013 –2015*

**Brief Process Description:** Bank Reconciliation of E compass and E-Order, processing the entries, maintaining accounts by reconciling transactions, analyzing and finding discrepancies in bank transactions though TLM Application and to make necessary adjustments using tools like Oracle People Soft and Service Platform.

**Key Roles & Responsibilities:**

* Analysing the ageing line items and follow-up with the branch.
* Quality check of the reconciliation.
* Client communication & client management.
* To generate periodic performance reports through dash boards for the process.
* Training new joiners as well as refresher’s training for all.
* Involved in weekly and bi-weekly call with clients for process improvement
* Preparation of reports end to end.
* Aging Analysis
* Productivity report
* Heat & Non heat Map
* QC On QC Report
* Collation of Tracker

**NOSPL – Northern Trust**

***Financial Analyst***  *2008 – 2010*

**Brief Process Description**: Day-to-day BAU responsibilities for the Asset Pricing & Coding team in Data Management Division. Asset Coding team is responsible for setting up the internal identifiers by classifying assets under various sub categories. Asset Pricing responsible for ensuring and updating timely and accurate prices from various vendors such as (IDC, Reuters and Bloomberg).

**Key responsibilities:**

**Asset Coding**

* Maintained and updated asset specific Data on coding database.
* Process client instructions in a timely and accurate manner to achieve agreed quality on all the processed work.
* Updating internal clients on latest information in regards to any coding issues. Ensuring the integrity of data and validation of changes and updates where necessary.
* Ensuring performance and delivery of ‘business as usual’ tasks. To provide comprehensive support in all areas of Coding & Investigations.
* Perform client various queries’ clarifications to investigate any discrepancies issue analysis and providing resolution required.

**Asset Pricing**

* Deliver high quality service to clients by accurate, timely completion of all assigned tasks and requests for information.
* Manage any potentially difficult situations which may impact on the clients by developing a close working relationship with client services.
* Where delays are expected to flag any service delivery issues as early as possible and to work on ad-hoc activities.
* Interpreting and analysing indicative data and valuation information regarding various assets types and ensure all securities held by clients are priced accurately on a daily basis for Custody, Daily Valued and Fund Accounting Clients.
* Analyze on movement on the security when moved above a certain % or stale due to various reason, documenting and researching such securities from the vendor and reporting to the client on such movement.
* Regular correspondence and investigation with industry vendors such as Bloomberg, FTID, Telekurs, Reuters and S&P, to ensure price challenges are resolved and communicated to appropriate parties such as accounting, entitlements and Trade etc.
* Reviewing the Corporate Actions (Dividend, Stock split, Rights Issue, Mergers, and Acquisition & Divestiture) and its impact in the related securities through Vendor database as evidence and performing corrections in the system, if any.
* Pricing of securities like Equities, Options, Futures, Fixed-Income & Swaps for the purpose of evaluating Market Value of the portfolio using multiple vendors as a source.

**Other responsibilities:**

* Ensuring all the records and the updates are compiled as per the audit/compliance requirements.
* Updating weekly/monthly reports, succeeding day schedules and status of the tasks scheduled date wise for team members.
* Develop, maintain and update Standard Operating Procedures (SOP) documentation.
* To coach analyst on process Resolution techniques & processing per signed off SOPs.
* To handle daily / weekly project inflows and report out completion status.

**Professional Highlights**

* Adept in creating analytical monthly presentations for management on business areas and provided controls to mitigate risk.
* Conducting process study and coordinating with team members for requirements mapping, process design and integration, implementation, etc.
* Participated in multiple process enhancement cycle as a subject matter expert.
* Good understanding of technical concepts and strong analytical skills to cross functional teams.
* Proven ability to Mentor in and around different areas varying from advanced business process analytics to organizational objectives.
* Ability to accept and acknowledge mistakes and proactively plan to avoid them in the future.
* Good communication skills.
* A team player.

**Technical Highlights**

* Microsoft Office
* Operating Systems: Windows XP, Windows Vista

**Achievements**

* Received awards on three different occasions for accomplishing and delivering superior quality deliverables – Audit Management, Process Management and Team Management.
* Received several appreciations from internal clients for understanding the process and effective query resolution.

**Education**

**Institution:** **Institute of Finance, Banking & Insurance -Chennai 2007 - 2008**

Post-Graduate Diploma: Financial Planning & Relationship Management

**Institution: St. Joseph’s College of Commerce - Bangaluru 2004 - 2007**

Graduation: Bachelors of Commerce (B.Com) -Bangaluru University

**Personal Details:**

Date of Birth : March 25, 1985

Gender : Female

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Malayalam, Kannada and Tamil

Visa Status : Husband Visa

Date : 04-02- 2017

Place : Dubai

Grishma