**SEEMA**

[Seema.365207@2freemail.com](mailto:Seema.365207@2freemail.com)

**Career Summary:** BBM, MBA finance, with 2 year experience in Investment Banking.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Key skills:** | |  |  |  |  |  |  |
| • | Investment banking | • | Account management | • | Client relationship management | | |
| • | Capital market | • | Financial operations | • | Time management | | |
| • | Good communication skill | • | Process improvement | • | Human resource | | |
| **Professional experience:** | |  |  |  |  |  |  |
|  | | | |  |  |  |  |
| A competent professional with nearly 2 years of experience in: | | | |  |  |  |  |
| **Company name: ACCENTURE Pvt Ltd** | | | |  |  | **Bangalore, India** | |
| **Designation: Senior Process Analyst –Accounting and Finance operations** | | | | | | **Nov 2014 – Dec 2016** | |

**Job description**: Post Trade processing–Cash/Bank/FOBO Reconciliation management

* Reconciliation of accounting and statement flows manually
* Managing the cash reconciliation (custodian/settlement and inter technical accounts)
* Created daily and weekly cash reports for accounting management
* Performing bank reconciliation on monthly basis
* Break management: maintaining zero breaks in the team desk by EOD
* Coordinating with back office to resolve the discrepancies between accounting and banking
* Successfully implemented new technologies and process automation to encourage continuous improvement
* Facilitated successful internal and external audits through sound and through documentation

**Education:**

SDM PG. Centre for MGT Studies and Research Mangalore, Master of Business Administration

**[M.B.A]** (finance and dual HR) Mangalore, June 2014SDM College of business management, Mangalore Bachelor of Business Administration **[B.B.M]** (finance) Mangalore, April 2012

**Project work:**

**Title –“Working capital management”** with new Mangalore port trust (1month)

**Technical skill:**

SAP BO, NXG recon, People soft, Microsoft office, Windows, DOS, Tally ERP 9

**Personal details:**

Date of Birth Marital status Nationality Languages Known Passport Number Visa status

: 16-11-1991

: Married

: Indian

: English, Hindi, Kannada, and Tulu

:

: Visit visa(validity until June end)

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: Dubai** **Seema**