###### RESUME

**Avinash**

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| ⚫ avinash.380291@2freemail.com  |
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**Summary:**

Senior Financial associate with more than 2 years of experience in various filed like capital and financial markets. Having sound knowledge in accounting and finance. I am looking for good career growth opportunities where my talent and knowledge could be best subjected and utilized for the benefit of the organization and myself.

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| **Key Skills & achievements** |
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| **Skills:**MS-OfficeSPSSPL/SQLILEVELCMSSWIFT | **Achievements:**NCFM certifiedAchieved highest volume Q1, 2018 Best employee Q2, 2017IET certified100% accuracy in Q4, 2016 |  |
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| **Functional experience** |
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**RR Donnelley, Chennai - India**

Senior Financial Associate18-Oct-2017 to 30-Mar-2018

**Process:**  Private equity(PMC) cashflow

**Key Tasks:**

* Prepare and review capital call and distribution letters for specific clients.
* Prepare/review management fee calculations, including offset amounts, management fee waiver contributions, etc.
* Cross checking in central data point (ILEVEL) and GP instructions.
* Determined transaction type of each cash flow while calculating the breakdown between return of capital, realized gain, income, capital calls, management fees, etc. before the posting of transactions
* Priced both domestic (USD) and global foreign currency assets with knowledge of converting currencies using FX rates.
* Reviewing and updating the payment instruction in JP Morgan and Bank of America portals etc.
* Reconciled Daily, weekly, monthly and quarterly cash flows on financial statements provided by general partners.
* Delivered and calculated daily capital calls and distribution notifications to investors
* Identify any fund issues and escalate to Manager on a timely basis
* Analysed data and reported on key financial indicators - revenues, expenses, pre-tax income, returns.
* Documented client-specific procedures related to their Private Equity holdings

• Monitored, resolved and responded to internal partner inquiries; follow-through to conclusion.

• Provided accurate and timely sign-offs to account managers daily.

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**BNY MELLON, Chennai – India**

Representative, Client Processing  22-Aug-2016 to 15-Sep-2017

**Process:**Trade capture

**Key Tasks:**

* Processing instructions such as trades, payments and FX received from client.
* Working on swift trades MT540, MT541, MT542 and MT543.
* Verifying trade and payment components.
* Verifying the securities eligibility CUSIP, ISIN and SEDOL in CDS (Canadian depository for securities), DTC (depository trust company), FRB (federal reserve bank) and global markets (euro clear, Clearstream).
* Analysing the report like unverified trades, FX exceptions, auto trades etc.
* Processing instructions within the market deadlines.
* Ensuring client accounts not to be overdrawn in position as well as payments.
* Preparing, running and verifying macros, auto trades in excel and CMS.
* Analysing failed trades and submitting the report to top management.
* Ensure of accuracy, speed and minimum error in processing.

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 **State Street Syntel Services PVT. LTD, Chennai – India**

Associate KPO 23-July-2015 to 19-Aug-2016

**Process:** Pioneer investments

**Key Tasks:**

* Importing, cleaning, transforming and validating post transaction derivative (options, futures,

forwards and swaps) data from source to client.

* Manipulating, cleaning and processing data using MS-EXCEL and PL/SQL.
* Removing duplicates and standardizing data.
* Responsible for loading, extracting, and validation of client data.
* Analysing raw data, drawing conclusions and developing recommendations.
* Reporting results on daily, weekly, monthly and quarterly basis.

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| **Education** |
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**Pondicherry University, Pondicherry – India**

M. Com (Finance) May- 2014

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| **Certifications**  |
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* NSE's CERTIFICATION IN FINANCIAL MARKETS (NCFM)- Capital Market (Dealers) Module
* NSE's CERTIFICATION IN FINANCIAL MARKETS (NCFM)-Financial Markets: A Beginners' Module

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| **Languages** |  |
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 English, Hindi, Telugu, Tamil, & Malayalam (Beginner)

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| **personal information** |
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**Date of Birth** : 20 Mar 1990 (Age: 28)

**Nationality**  : India

**Visa Status** : Visit Visa

**Marital Status** : Single

**Notice Period** : Immediate