

KIRAN

**Fund Accountant**

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# Professional Goal

# Seeking to be a part of an organization where my competence and potential is utilized to the maximum in assisting the organization to achieve its corporate objective and give my best in every possible way to my work that enables me to grow professionally

# Key Skills

Investment Banking Fund Accounting. Trade Life Cycle. NAV Calculation.

General Ledger Portfolio Management Reconciliation Client & Financial Reporting GAAP Knowledge Receivable Accounting Payables Accounting Quality Control & Auditing Process Trainer System Testing Team Leadership Creating Process Document

# Work History

Fund Accountant Jan 2019 to Current

* Fund Accounting & Financial Reporting.
* Preparation of Daily/Monthly PNL & NAV.
* Prepare & review investor allocations.
* Reviewing Capital Activities and Corporate Actions.
* Review the MIS on reconciliation & resolve complex breaks.
* Improve ME timelines through continuous process improvement.

Compliance Officer for Quality Team July 2015 to Dec 2018

Willis Towers Watson - Mumbai

* Payments audit.
* Monthly ledgers audit for operations associates.
* Conducting cash receipt audits.
* Conducting monthly audit of fundamental reports.
* Providing funding approval by authenticating the creditability of the clients.
* Approving bank detail upload requests for the clients (Payees) based in different territories of the world in consideration with PeopleSoft requirements.
* As a part of Testing team, supporting the deployment of system enhancement by working in testing environment.

Subject Matter Expert for Receivables & Payables Accounting

* Overseeing all financial activities with the regulations of GAAP.
* Maintaining client ledgers in compliance with Financial Conduct Authority Act of United Kingdom.
* Overseeing accounts receivables/payables functions for the Insurance Companies based in different countries.
* Verifying accounts by presenting & reconciling statement of accounts.
* Resolving account discrepancies by investigating documentation; arranging payments or adjustments.
* Maintaining financial historical records by filing accounting documents.

Processing & Receivables Associate Oct 2012 to Dec 2014

Willis Group – Mumbai

* Collecting and sorting incoming payments with attention to credibility.
* Managing the status of accounts balances and identify inconsistencies.
* Issuing and posting receipts and invoices.
* Ensuring all clients remain informed on their outstanding debts and deadlines.
* Providing solutions to any relative problems of clients, resolving invoice queries and performing reconciliation.
* Quality check of the invoices issued.
* Verifying & reconciling of client receivables and documents provided.
* Trained in financial activities to assist the Finance department as per business requirement.

# Achievements

* Creating Process Document for entire Non – OTC Operations and Fund Accounting Business Unit. The same being recognized and approved by the management.
* Been part of Projects team for system migration and successfully assisted the entire business unit in deploying the process in new system.
* Earning the trust & faith on my capabilities, I’m given the responsibility of mentoring/training the new comers; conducting process tests for the peers and also handling critical portfolios simultaneously.
* As a SME, created SOPs for process improvement.
* Received constant appreciations from Hong Kong, United States & United Kingdom based Stakeholders and recognition for handling additional responsibilities proactively.
* Prepared a “Training Protocol” in the year 2015 for Accounts & Settlement process which is helpful at every level. Received appreciation & recognition for the same.
* Received “Extra Miler Award” in the month of October 2018 and “Spot Awards” on quarterly basis for being high performer.
* Created a “Process document” for the newly formed process in the year 2013 with Invoicing Team.
* Managed Willis United States & Hong Kong region accounting businesses solely in compliance with Regulations of respective states.

# Education

Bachelor of Commerce: Accounting & Finance April 2012

R. Z. Shah VPMs College – Mumbai University

# Technical Skills

* MS-OFFICE
* Microsoft Office Outlook
* Tally 7.2
* Internet

# Personal Qualities

* Strong analytical skills.
* Good verbal and personal communication skills.
* Ability to make sound decisions.
* Coordinating with teams and try to learn new things.
* Passion for constant improvement, dedicated and interested to go a step ahead and get more knowledge about things.

# Personal Information

Date of Birth : 24th May 1993

Marital Status : Single

Gender : Female

Languages : English & Hindi