

Anamika Gupta

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Pune, IN Maharashtra

OBJECTIVE

To obtain a long term career with an organization with a strong background in the field of Finance by learning and contributing it towards achieving organizational goals where my knowledge and skills can be used to add value to the operations through high priority on customer satisfaction, initiative and quality performance.

TECHNICAL SKILLS

- **Operating systems:** Windows Family
- **Bug Tracking Tools:** IMT, JIRA
- **Tools & Utilities:** MCH, Intellimatch, Captain, G+(Global Plus), DTCC, MYSS ,Bloomberg, MS Office and MS-Outlook, Tally 9

PROFESSIONAL EXPERIENCE

STATE STREET HCL PVT LTD

Senior Financial Analyst - Corporate Action

Pune, IN | 🌐

Feb'20- Till Date

Job Description: Japan Client (Migration Project)

- Dealing with Mandatory and Voluntary Corporate action events and managing the CA events for the clients. Processing daily CA trades as per the valuation deadline. So that NAV can be released on time.
- Responsible to process CA events on EX+1, EXP+1, and on pay date adding more, to reconcile the custody and accounting details if all details are matched we post the event and on pay date will settle the trade by using the Macro file.
- Working on late event capture in Late Macro file, wherein we capture those events whose EX date, EXP date gone and in market some changes are happened, we need to prepare, post and amend the trade as per announcement in market.
- Accurately process US and Non US Corporate actions in that events booking from accounting side. For voluntary corporate actions based on payments and elections and for, mandatory events based on BBG completion and internal resource confirmation.
- Reconcile accounting versus custody and get it matched for both cash and stock breaks.
- Cash Breaks comes after booking of both mandatory and voluntary events, Investigate on breaks and resolve the as per the deadline, assign to particular team as we only take care of stock events that break is not related to us.
- Raise query to researching team and work with them, escalate to higher level if any hyper client involved.
- Coordinate with the concern team to get resolution of break and pending payment to clear the break and to complete the particular CA.
- Handling EOD activities, EOD reports, Mails responding at the end of the day to ensure all set for the day from accounting side.

Job Description: FIS Project

- Working in Global income processing in Wealth Management Services in Syntel Custodian Bank.
 - Income posting for end investor of investment bank in the form of Dividends, Fixed & Variable Interest, income of MBS securities, Tax reclaim related payments and Maturities for some of high net worth clients such as " Deutsche Bank", " Capital Guardian", "Multi-Tenant", "Sliver crest", "HSBC", "Barclays".
 - Handling the payments of the both local and global currencies as Bond, Interests, Dividend and Maturities.
 - Do all the FX's in Boston Treasury and Hong Kong Treasury as well working with off book Currencies as well. Responsible to process FX repatriation payment.
 - Reconciliation of accounting and custodian for both Stock and Cash break by using the Intellimatch application. Manage reconciliation exception and ensure closure in timely manner.
 - Reconciliation includes research and investigations into FX deals, income, corporate action etc. exceptions. If there are any variances in accounting records and custody records price then after research and investigate, coordinate with various department and external contacts to resolve the discrepancies.
 - Reconcile all types of trade's like market trades and corporate action on bank side also responsible of settlement of trades as per contractual or actual settlement agreement.
 - To update and research on suspense account maintain it with Zero balance.
 - Assisting team members to resolve their queries.
 - To ensure all work done as per SLA and we fulfill all condition of SLA.
 - Performing Quality heck.
 - To Train new joiners and reduce the processing time with the help of MS excel.
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EDUCATION

<u>Course</u>	<u>University/Board</u>	<u>Passed year</u>	<u>Percentage</u>
M.COM	APS University Rewa Madhya Pradesh (SATNA)	2016	60.82%
PGDCA	Makhanlal Chaturvedi University Bhopal Madhya Pradesh (SATNA)	2016	69.90%
B.COM	APS University Rewa Madhya Pradesh (SATNA)	2014	64.21%
S.S.C.	MP Board (SATNA)	20011	75.00%

AWARDS AND RECOGNITIONS

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- Awarded Best High Performance Culture(HPC) presentation in all finance domain for the year 2020
 - Received Spot Recognition for an outstanding performance in 2019
 - Awarded 'Performers Converge' for outstanding performance in 2019
 - Awarded Best Team of the Month consecutively for month 2018
 - Received Spot recognition for outstanding performance in 2017

CERTIFICATIONS

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- Tally 9 & ERP 9 | ISO Certified 9001:2008 | '16

Personal Traits

- Ability to meet stringent deadlines.
- Ability to work in constantly changing &challenging environment.
- Good coordinating and quick learning ability.
- Ability to produce the best result in the pressure situation.

Personal Information

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- **Date of Birth:** 07th April 1994
 - **Gender:** Female
 - **Marital status:** Unmarried
 - **Citizenship:** Indian
 - **Languages:** English, Hindi

- **Address:** H308, Aishwaryam Greens Society near Japtap dairy road Pune Maharashtra 411057
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Declaration

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

Place: - Pune

Date: -