

# YASHODHA.N

Email: [yashodha18@gmail.com](mailto:yashodha18@gmail.com)

Contact number : +65 90266440

Singapore PR / NRIC: S8855789A

## Profile Highlights

- ✓ Over 4 years of experience in Investment Management Company.
- ✓ Experience in Brokerage fees receivables, fund accounting and trades.
- ✓ Skillful in managing operations as well as implementing strategies towards enhanced client satisfaction.
- ✓ Proven ability to meet tight deadlines and prioritize workload.
- ✓ Gathered fair understanding of a large set of financial products we deal with.
- ✓ Focused & goal oriented, skilled in creating & formulating strategies for accelerated growth; hard working with presentation/interpersonal skills.
- ✓ Possess good knowledge of MS Office tools.
- ✓ Excellent Communication Skill with peers, middle and senior management.
- ✓ Exposed to cross cultural working environment providing an ability to adapt faster with minimum supervision.

## Professional Work Experience

### Newedge Financial Singapore Pte Ltd (Societe Generale) : Jul 2013 – Sep 2014

Position: Brokerage Analyst (Receivables in Operation)

#### Key Responsibilities:

- ✚ Responsible to collect the brokerage commission for the trades executed for APAC and London office
- ✚ Reconciling the discrepancies between the invoice and the trades executed.
- ✚ Coordinating with brokers/middle office /traders to resolve duplicate trades and DK trades
- ✚ Investigating on the commission rate issues using EGUS agreement and resolving tax rate discrepancies.
- ✚ Chasing the debtors to collect the brokerage commission due.
- ✚ Allocation of the commission received to the respective trades.
- ✚ Posting FX and Journals on our cash system for the cash received (New Tops).
- ✚ Maintain up-to-date action summary of aged invoices greater than a month and above.
- ✚ Preparation of brokerage receivable cash write off error reports arising due to invoicing discrepancies.
- ✚ Adding up new clients, creating new accounts on UBIX as per the broker specification.
- ✚ Implemented successfully smart stream tool (TLM) for brokerage receivables.

**Tools used:** UBIX, NEWTOPS, SQL, EGUS

## State Street Global Advisors : Apr 2011 – Oct 2012

Position : Operations Reconciliation Associate

**Fund accounting reconciliation** - Daily reconciliation of Income, cash, stock activity of the funds which are managed by the fund manager with the custodian bank.

**Products involved** - Cash/Stock reconciliation, Income reconciliation, reconciling the discrepancies between accounting and custody transaction using TLM 2.7 as reconciliation tool. Breaks are due to Dividend pay-out, Coupons, Cash flows, FX, Spin off, Stock split, Dividend reinvestment, Bonus issues, pending trades, unsettled trades and partially settled.

### Key Responsibilities:

- ✚ Coordinating with different teams like corporate actions, Income, Expenses, Trades team to resolve the outstanding breaks.
- ✚ Responsible to reconcile all the income related transactions, Dividends, Bond INT, COAC's, Trades, Sec Lending, Month end Interest, FX.
- ✚ Investigating the difference between accounting system and custody and following the clients for the discrepancies and cross verifying with the primary source Bloomberg.
- ✚ Feeds checking, manual matches, creating nettings; analyzing the Breaks, working on aged breaks, clearing all the exceptions, resolving high NAV impacting breaks.
- ✚ Calculating Net Asset value of a fund which helps to know the performance of the fund.
- ✚ Was calculating weekly and monthly NAV for the funds, and reconciliation of NAV.
- ✚ Preparing the training plans and conducting training sessions for the new team member, presentation on various topics, to enhance business knowledge of the team mates.
- ✚ Helped the team members with TLM 2.7 documented the whole process how to use the new tool which helped the overall team.

**Tools used:** TLM 2.7, RKS, Bloomberg

## JPMorgan Chase : Mar 2010 – Apr 2011

Position: Trade support / team member (Dublin Trades/ Dublin reconciliation) TSS

### Key Responsibilities:

Products involved: Equity, Bonds, Futures, Forwards, Options, FX.

- ✚ Booking of Confirmed Trades on our accounting system.
- ✚ Reconciling the trades and check if trades are settled.
- ✚ Ensure all the FX trades Booked on or before the Funding Cut-offs as applicable and monitoring trade queries with brokers, custodians and informing them on any unprocessed trades.
- ✚ Worked on IM (instruction management) a tool which helps to investigate on errors of trades or failed trades for not flowing through IM.

- ✚ Helped in migrating Dublin trades reconciliation process to Dublin trades team and trained the trade's team in trade reconciliation.
- ✚ Cash reconciliation relating to income and stock and positions reconciliation mainly trades related.
- ✚ Option & Future trades reconciliation.

### Technical Skills

Trading Applications	:	Bloomberg, FTS,
Reconciliation Tool	:	TLM 2.7, TLM 2.5
Operating Systems	:	MS Office Suite
Fund Accounting systems	:	DANA, RKS, IM instruction management

### Educational Details

- ✓ Master in Business Administration (Finance) from Bangalore University : Jun 2010
- ✓ Bachelor of commerce Graduation (Accounting) from Bangalore University : Jun 2008

### Personal Details

- ✓ Languages Known : English, Hindi & Kannada
- ✓ Nationality: : Indian
- ✓ Singapore PR : S8855789A
- ✓ Date of Birth: : 17th Jan 1988

Reference Available on Request.