CURRICULUM VITAE

Priti Mallick

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Career Objectives:

To pursue a successful career in organization where I can offer best of my service for the benefit of the organization as well as to achieve success in the form of higher responsibility in the management of organization.

Educational Qualifications:

- **Bachelors in commerce** (2018-2021), Mumbai University with 73.66%

- **Certified Financial Planning (CFP)** (Financial Planning Standard Board LTD. NSE Academy's Certification in Financial Markets, NCFM)

  Modules Completed
  - Risk Analysis and Insurance Planning
  - Investment Planning
  - Retirement Planning and Employee Benefits
  - Tax and Estate Planning

Technical Skills:

- Oracle R12 Model
- MS Office (Word, Excel, PowerPoint)

Personal Skills:

- Possess good relationship building and interpersonal skills.
- Proficient in multitasking and prioritization.
- Strong presentation skills.
- Quick learner and ability to adapt in different environment.

Work Experience:

Current Employer	**: Morningstar, India**
Designation	: Associate Finance Analyst II
Tenure	: 10th Oct 2022 to till date
Department	: Quote to Cash Team (India Finance Service)

Key Res po nsibilities:

- Order Management: Process and monitor customer orders/deal accurately in ERP/CRM systems (e.g., Salesforce, Oracle).
- Billing and Invoicing: Generate and review invoices to ensure timely and correct billing.
- Invoice Submission: Submitting the invoices of customers in third-party portal (e.g., Ariba, Coupa, Adquira).
- Payment posting: Record Payments received in Oracle and prompt investigation in Salesforce for resolving unidentified payments which also includes chasing clients for payment details if required.
- Accounts Receivable & Collections: Follow up on outstanding payments (Sidetrade Tool), resolve billing disputes, and reduce Days Sales Outstanding (DSO).
- Reconciliation: Match customer payments with invoices to ensure account accuracy.
- Bad Debt Provisioning: Estimate and account for potentially uncollectable debts.
- Customer communication: Maintain clear communication with customers regarding their account status.
- Month-end Reports: Reconcile subledger balances with the general ledger, ensure all transactions are posted, and prepare accurate month-end reports.
- Preparation of Tax and other documents: Preparation of W9, Double Taxation form, certificate of residence and filling of supplier documents which also includes in providing due diligence information for clients.

Additional Experience:

Process Transition

Managed the transition of AR Cash Collection process from different Local Controller Team to India Finance Team for EMEA and Americas. This results in more streamlined processes across the globe.

Project: Collection Tool implementation project. (Nov 2023 to July 2024).

Project Summary: Implementation of new collection tool called Sidetrade aimed at improving AR Cash Collection process, increasing efficiency and accuracy.

Responsibilities:

- Analyzed the existing Cash Collection process and identified areas of improvement.
- Coordinated with project team with necessary data available and requirements that should reflect in the tool.
- Testing of customer data in tool and documenting with their status.
- Monitored and evaluated the tool's performance making necessary adjustments.

Impacts:

- Reduced manual analysis, increased accuracy and improvement is cash collection strategies.

Achievements:

- Awarded as a top performer for the month of April 2023.
- Awarded as Star of the Quarter for Q4, 2023.
- Awarded as Leader's Choice Award for the year 2023.
- Awarded as People's Choice Award for January 2024.
- Awarded as Star of the Quarter for Q3, 2024.
- Promoted as Associate Finance Analyst II on January 2025.

Previous Employer	**: Axis Securities Limited**
Designation	: Executive– E1
Tenure	: 23rd Aug 2021 to 26th Sept 2022
Department	: Customer Service

Key Responsibilities

- Handling Demat and Trading related queries.
- Managing client's complaints - This requires keeping yourself updated with the firm's policies for different financial products/services along with market updates. Also knowing the right team to direct client's complaints for quick resolution to ensure CSAT.
- Helping client with investment decisions by educating them regarding structure & benefits of different products like Equity, Derivative, E-margin, Mutual Fund & Smartedge, Intraday, Cover etc.

Personal Information:

Date of Birth	: 27th February 2001
Hobbies	: Reading, Sketching and Listening Music
Language Known	: English, Hindi, Marathi & Bengali
Current Address	: B107, Purab Paschim CHS, Durga Mata Mandir Road, Kolsewadi, Kalyan (East) - 421306