

# Komal Pandkar

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**Portfolio:** <https://komalpandkar.github.io/website/>

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To become part of an organization where I can enhance my skills and knowledge and prove worth of being an asset to organization which offer motivating environment for professional, technical and financial growth.

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## Current Profile:

**Organization:** State Street Syntel Services Pvt. Ltd.

**Department:** KPO (Finance)

**Designation:** Associate

**Duration:** 27 June 2018 till 20 February 2020 (1 year 8 months).

**Process:** Fund Accounting.

## Professional experience:

### Fund accounting:

- Handling the operations of mutual fund process for STATE STREET SYNTEL Services Pvt. Ltd.
- Performing multiple processes under strict timelines throughout the day.

### Fixed Income:

- Reconciliation of trade setups for bond funds is accurately setup for amortization and accruals.
- Worked on Fixed Income funds. (To check the exception on Income tracker tool, New buy trade setup, Accrual, Amortization).
- Daily processing and reviewing for fixed Income Funds.
- Working on the exceptions & validating the same on Income tracker tool (differences between Bloomberg and Accounting system) and providing them a proper comment after proper research which justify exceptions are valid.
- Trades: - To look all the new buys are setup correctly such as price, shares, net amount, trade date, settlement date to amortize, accrue as per Bloomberg.
- To check all the basics parameters of Trades are setup correctly such as Basis, Frequency, Maturity, Income date, Settlement date, Coupon rate etc. as per Bloomberg database.
- Processing of interest income to the clients account etc.

### Dividend Income:

- Getting the dividend lines setup manually for the missing dividends on fund.
- Verifying that the dividends are booked correctly by cross checking the parameters like Dividend-Rates/EX-Date/Record-Date/Pay-Date with Bloomberg for all dividend lines setup on the fund.

### Skill Highlights:

- Proven acumen in Mutual Funds, Financial Reporting and Reconciliation, Fixed Income (Bond, Debt.), Dividend Income (Equity), Bloomberg.
- Daily reporting to the client on day-to-day activities and issues via emails.
- Exceptional consensus building, negotiation and interpersonal skills with experience in managing and improving Client relationships, analytical mind and comprehensive problem detection/ solving abilities.

- Responsible, well organized, deadline driven, customer service focused and able to manage multiple priorities in a fast paced, demanding work environment while meeting deadlines and ensuring accuracy and quality of work, consistently raise efficiency levels, successfully delivered SLA of 99.9 % accuracy and 99.8 % timeliness, training to the new joiners.

#### **Achievements:**

1. Passed Common Proficiency Test- CA.
2. Syntel Champ Award- January 2019.
3. Spot Award- HPC Presentation January 2019.
4. Winner of HPC Presentation (High Performance culture) June 2019.
5. Spot Award- for extra efforts to complete bulk variable rate exception volume within limited window – November 2019.

#### **Educational Qualification:**

Course	Branch	School /College	Board/University	Year of passing	Percent of marks (%)
B.COM	Commerce	BMCC College	Savitribai Phule Pune University	April 2018	66.41
H.S.C	Commerce	BMCC College	Maharashtra State Board	February 2015	76.00
S.S.C		Kanya Vidyalaya, Dehu	Maharashtra State Board	March 2013	88.91

#### **Computer Skills:**

- MS Excel, MS Word, MS Power Point.

#### **Personal Details:**

1. **Date of Birth:** 23rd September 1997.
2. **Gender:** Female.
3. **Languages Known:** English, Hindi, Marathi.
4. **Marital status:** Married.
5. **Hobbies:** Singing, Cooking, Making Greeting Cards, Home Decorating, helping poor people, handicrafts, painting & sketches.
6. **Strength:** Hard Working, Good Listener, Good Presence of mind, Good Presentation skill.

I hereby state that the above given information is true to the best of my knowledge & belief. If found false I am liable to face the consequences as predefined by the deciding authorities.

**Date:**

**Yours Sincerely**

**Place: Bangalore**

**Komal Yashwant Pandkar**