RITESH REDDY

Hyderabad, Telangana | +91 7981930462 | imriteshreddy1035@gmail.com | https://www.linkedin.com/in/riteshreddy10/

TECH STACK

Languages:	Python	SQL
Frameworks:	Scikit-learn	Pandas	NumPy	Matplotlib	Seaborn	SciPy	NLTK	Keras	Genism
Platforms/Tools:	Jupyter Notebook	Google Colab	MySQL	Excel	Tableau	Power-BI	Bloomberg

EXPERIENCE

STATE STREET

Fee Billing Specialist   June 2024 - Present

- **Invoice Processing Excellence**: Execute comprehensive invoice validation and precise fee calculation processes, ensuring 100% accuracy in client billing operations
- **Client Service Management**: Deliver invoices to 200+ clients with utmost precision and timeliness, maintaining exceptional service standards
- **Query Resolution**: Efficiently resolve complex client queries related to billing, fees, and account discrepancies, resulting in enhanced client satisfaction
- **Performance Recognition**: Consistently awarded Bravo Award multiple times for maintaining top-tier accuracy rates and exceptional performance
- **Technology Utilization**: Leverage advanced invoicing applications and Excel for streamlined billing operations and process optimization

                                                                                                March 2023 – March 2024

- Conducted rigorous validation of daily financial activity, **ensuring data accuracy and compliance**.
- Improved report **delivery time by 20%** through streamlined collaboration processes across 200+ funds.
- Led a cross-functional team to distribute monthly financial reports to 10 department heads, **resulting in a 20% increase in accuracy and efficiency.**
- Maintained **1000+ comprehensive records**, ensuring compliance with industry regulations
- Achieved a **25% improvement in client satisfaction scores** through timely resolution of discrepancies.

SHRIRAM LIFE INSURANCE   August 2020- October 2020

- Completed the **NISM investment series with a score of 80%**, expanding financial knowledge base and applying market strategies
- **Consistently achieved a 100% task completion rate** within deadlines set by the relationship manager, ensuring timely execution of critical projects and client deliverables.

PROJECTS

Bank Telemarketing Campaign | Tools: | Python | Pandas | NumPy | Matplotlib | Seaborn
https://github.com/NPRiteshReddy/Telemarketing_EDA_Python

- Ran a thorough Exploratory Data Analysis (EDA) on the dataset related to the bank's telemarketing campaign
- Data manipulation when needed.
- Went on to create a univariant and bivariant analysis through data visualizations.
- Examining the distribution of the target variable, indicating responses to the term deposit campaign.

U.S. Food and Drug Administration (FDA)| Tools: | MYSQL | Power-BI

https://github.com/NPRiteshReddy/FDA_DB-SQL-Project_sql

- Visualized the yearly approval trends of drugs. Highlighting any significant patterns and/or Fluctuations.
- Explored approval trends over the years based on different sponsors. Uncovering patterns and changes in approval rates among sponsors.
- Visualized drug approvals based on therapeutic classes. Identifying classes with the highest number of approvals.

Call center analysis | Tools: |Excel

https://github.com/NPRiteshReddy/Excel_Dashboard_Project

EDUCATION

Avinash college of commerce	**B.B.A(Finance)**	August 2018-May 2022
Urbane Junior College	**Intermediate (MPC)**	August 2016- March 2018

AWARDS

Star of the month | Company 1   October 2023

Kudos Award | Company1   August 2023