

Praveen Kumar Srivastav **PGDM (Finance), IIMT**

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OBJECTIVE

To associate myself with an esteemed organization and apply my theoretical and practical knowledge for the growth of the organization and prove myself as an asset by achieving perfection in the area of work assigned to me.

OVERVIEW

- A perceptive professional with 2 years of experience in Financial Process - Back Office Operations.
- Good Analytical and problem solving skills, ability to focus on detail to meet given deadlines.
- Excellent people management, team building and mentoring skills developed through working closely with the teams.
- Self-motivated with willingness to take on challenges and adapt to better practices.
- Strong Interpersonal Skills and the ability to work under pressure.

KEY SKILLS & ATTRIBUTES

- ⌚ Good knowledge of Finance and Accounts.
- ⌚ Good interpersonal & analytical skills.
- ⌚ Commitment to deliver results.

PROJECT UNDERTAKEN

- ⌚ **Summer Internship** – A comparative study of Financial Analysis of Shriram Finance Equipment co.
- ⌚ **One day Selling Assignment-** Selling of FMCG Products.
- ⌚ **Virtual Share Trading-** Mock share trading.
- ⌚ **Marketing Research-** Student Opinion about "RAHUL GANDHI".
- ⌚ **Final Project-** A study on Commercialisation of sports

ACADEMIC RECORDS

- **PGDM (Finance)** – Ishan Institute of Management & Technology, Greater Noida, U.P. - 2012
- **Bachelor of Business Administration** – IASE university(DEEMED UNIVERSITY)Rajasthan-2010
- **Higher Secondary (PCM)** – National institute of open schooling(Delhi Board)-2003

TECHNICAL PROFICIENCY

- ⌚ **Office Tools:**
 - MS Office (version XP,/2000,07)
 - Word/ Excel/ Access/ Power Point
- ⌚ Basics in Computer.

EXPERIENCE

Total Experience- Experience in Finance & Accounts Domain under Mutual fund and retirement Plan (GL reconciliation Process) for 2 years in IGATE Global Solutions Ltd.

IGATE Global Solutions Ltd.: A company successfully engaged in different financial and non-financial processes for the last decade at various metropolitans in India.

Roles and Responsibility in the company and client (Royal Bank of Canada)

- Doing Tax GL reconciliation and preparing monthly reports.
- Proficient in end to end GL reconciliation including investigation, reconciliation, correction towards client account and other GL accounts through posting of journal entry.
- Quality audit for the process to ensure that the SLA quality parameters are met.
- Providing timely feedback to the agents on the defect/error items.
- Preparing Quality reports and publishing weekly data to the QA team.
- Preparing daily inflow/outflow data for the team and publishing it to the management, both client end and at IGATE end
- Worked for different branches (Transits) of Mutual Fund Registered Plan (MFRP & RSP) department of Royal Bank of Canada.
 - a) . GL monitoring
 - b) Investigation for the amount which is outstanding.
 - c) Reconciliation of GL if there is any mismatch in entries by passing correct journal entries such as:
 - i. Serializing/Un-serializing adjustment entries.
 - ii. Force match adjustment entries.
 - iii. Reversal entries
- Obtain ECD(Estimated clearance date) for outstanding item from client and answering queries of client.
- Preparing Daily aging, daily refresh and Productivity report and monthly reports.
- Worked as a mentor for new associates and resolving their query.

POSITIVE VIRTUES

- ☺ Detail-oriented, efficient and organized professional.
- ☺ Possess **strong Identifying and problem solving skills**, with the ability to make well thought out decisions.
- ☺ **Believe in teamwork** and ability to get in a team very well.
- ☺ Highly **trustworthy, discreet and ethical**.
- ☺ **Resourceful** in the completion of projects, effective at **multi-tasking**.

SPARE TIME ACTIVITIES

- ☺ Playing Cricket.
- ☺ Playing Badminton
- ☺ Listening Songs.
- ☺ Internet Surfing.

EXTRA CURRICULUM ACTIVITIES

- ☺ Participated in MOCK PARLIAMENT activities.
- ☺ Participated in inter-collage TABLE-TENNIS competition.
- ☺ Awarded best Discipline Co-ordinator in annual fest of the college.
- ☺ Participated in inter-college CRICKET competition.
- ☺ Appreciated by senior manager for providing error free work in last quarter of 2012.
- ☺ Appreciated by Business Leader of my process for maintaining 100% accuracy in delivering results.

PERSONAL INFORMATION

Father's Name: Mr. Kaushal kumar srivastav
Mother's Name: Mrs. Veena srivastav
Marital Status: Single
Date of Birth: 29th April 1984
Languages Known: English & Hindi
Permanent Address: Yogendra bhawan ,Maa laxmi nagar colony ,Lane No:1, Near Sarojni singh Hospital,
kanchanpur, DLW, varanasi, Uttar Pradesh, PIN Code:221004

I hereby declare that the above provided information is true to the best of my knowledge.

Date:

Place:

(PRAVEEN SRIVASTAV)