

VANISHREE D

FINANCE & BANKING EXECUTIVE

 CHENNAI, TAMIL NADU

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SUMMARY

Dynamic and detail-oriented Finance Professional with over 4+ years of experience in banking and financial services. Adept at managing daily banking operations, analyzing complex financial data, and ensuring regulatory compliance across diverse functions. Skilled in identifying risks, supporting internal controls, and delivering accurate, customer-focused solutions in fast-paced environments. Proven ability to streamline processes, support strategic decision-making, and build lasting client relationships. Seeking to contribute to a forward-thinking organization through a role that values operational excellence, compliance integrity, and customer satisfaction.

WORK EXPERIENCES

FINANCE EXECUTIVE

Antares Publishing Service Private Limited

2021 – 2025

- **Account Management:** Oversee day-to-day accounting activities, including data entry, ledger maintenance, and transaction tracking.
- **Financial Reporting:** Assist in the preparation of monthly, quarterly, and annual financial statements, including profit and loss statements, balance sheets, and cash flow reports.
- **Tax Compliance:** Ensure timely and accurate submission of TDS, GST returns, and other statutory filings.
- **Reconciliation:** Conduct regular bank, ledger, and vendor reconciliations to maintain accurate financial records.
- **Accounts Payable/Receivable:** Process invoices, manage payments, and monitor receivables to ensure timely collection and payment.
- **Audit Support:** Provide assistance during internal and external audits by ensuring financial documents are well-organized and compliant with regulations.
- **Software Proficiency:** Use of Tally ERP9 and Tally Prime for managing and updating accounting records.
- **Budget Management:** assist in budget preparation and track expenses against budgetary allocations.
- **Financial Data Analysis:** Analyze financial data using MS Excel to support decision-making and reporting needs.

OPERATIONS PROCESSOR

Wells Fargo & Co.

Jan 2025 – Present

- **Transaction Review:** Verified and processed high-volume check deposits, ensuring accuracy and compliance with internal banking policies.
- **Reconciliation:** Reconciled transaction discrepancies and performed timely financial adjustments to maintain accurate records.

- **Regulatory Compliance:** Ensured adherence to U.S. banking regulations and internal controls during all operational activities.
- **Documentation:** Maintained comprehensive documentation for audit readiness and operational transparency.
- **Cross-Functional Collaboration:** Worked with multiple departments to resolve transaction issues and ensure service-level agreements (SLAs) were consistently met.
- **Process Improvement:** Contributed to workflow optimization initiatives, reducing processing errors and turnaround time.
- **Customer Support:** Addressed internal stakeholder inquiries with professionalism and accuracy, ensuring high satisfaction levels.
- **Training & Development:** Completed specialized training in U.S. financial operations, compliance standards, and risk procedures.
- **Data Handling:** Accurately managed sensitive financial information using enterprise-level systems and tools.
- **Performance Recognition:** Consistently recognized for attention to detail, productivity, and adherence to quality benchmarks.

SKILLS

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|---------------|----------------------------------|---------------------------|
| • Accounting | • Communication | • Project Management |
| • TDS | • Financial Analysis | • Time Management |
| • GST | • Risk Management | • Team Collaboration |
| • Tally ERP9 | • Data Analysis | • Technology Adaptability |
| • Tally PRIME | • Banking Operations | • Problem-Solving |
| • MS Excel | • Regulatory Compliance | • Attention to Detail |
| • MS Word | • Client Relationship Management | • Strategic Thinking |

EDUCATION

B.COM (GENERAL)

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| Tagore College of Arts and Science | 2018-2021 |
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MBA (HR)

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| Loyola College | 2022-2024 |
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LANGUAGES

- TAMIL
- ENGLISH
- TELUGU