

ANJALI GIRI

Operation Analyst – Fund Administration

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CAREER OBJECTIVE

- ❖ To learn and function effectively in an organization and be able to deliver to the bottom-line.
- ❖ Always aspire for career that provides me with continuous learning opportunities and improvising my skills.

PROFILE SUMMARY

- ❖ Operation Analyst dealing with the Trade accrual accounting and monitoring of the Funds.
- ❖ A result-oriented professional with more than 2 years of experience in monitoring, planning and management of the assigned Project, maintaining timely delivery of the expected result by coordinating with the upper and lower management.
- ❖ Possesses good team management skill, motivating and training others.
- ❖ An effective communicator with good interpersonal, analytics and client servicing abilities.

TECHNICAL SKILLS

<i>Primary:</i>	Advanced Excel, JIRA, PEGA, Investar, Tally ERP,Vlookup, Hlookup, PPT
<i>Operating Systems:</i>	Windows.
<i>Applications Tools:</i>	MS Office XP/2007/2010

PROFESSIONAL EXPERIENCE

CITCO, Pune

(February 2024 – November 2024)

Operation Analyst

Project with CITCO:

- TRADE ACCRUAL SUPPORT
- FUND Accountant
- ACCOUNT RECEIVABLES/PAYABLES

- ❖ Operation Analyst dealing with the Trade accruals accounting of the Brokers of the Funds.
- ❖ Reconciling the data received from the Fund managers and Brokers and raise the issue if any differences observed.
- ❖ To ensure the trade accruals aligns with the Bloomberg data.
- ❖ Manual adjustments of the trade data discrepancies and accounting for the legal adjustments.
- ❖ Coordinating with the middle and front office to get the accruals booked within the stipulated timeline.
- ❖ Escalating the discrepancy observed for any anticipated illegal bookings and resolving it to maintain the accurate value
- ❖ Accounts Receivables/Payables – Checking on the amount accrued to/from the client and ensuring the timely books in the accounts. Also, checking on the delay in payments/receivables when due date is reached (monthly/weekly/quarterly).
- ❖ Making adjustments on prorated basis to find the estimated/expected values. Performing the audits when the client/broker statement is available.

FIS Global, Pune

(August 2023-February 2024)

Senior Associate Project

with FIS:

- Custodian-Client relationship manager
- Risk Compliance – AML
- Stakeholder's Management
- FUND Accountant
- Transfer Agent

- ❖ Served a subject matter expert for the above-mentioned projects.
- ❖ Accountable for monitoring and timely delivery of the stakeholders' requests.
- ❖ Investigation of the request/query being raised maintaining the custodian guidelines and assisting in resolving stakeholders' issues, also escalating discrepancies to the appropriate management to remediate.
- ❖ Onboarding and liquidation of the stakeholder's fund as per the requirement.
- ❖ Raising suspected queries and resolving the same in the timely fashion maintaining on time fulfilment of the request without breaching the SLA.
- ❖ Raising AML cases related to monetary and working on AML projects before escalating to the higher management for further investigation.
- ❖ Sidewise training and coordinating with the team for impeccable results.
- ❖ Maintaining an impressive track record in attending the custodian-client request also taking initiative in challenging situations.

Eclerx Services Ltd:

(November 2021 – July 2023)

Analyst

Project with Eclerx:

- Volcker
 - Risk Compliance
 - Client Handling
 - Stakeholders management
- ❖ In-depth knowledge of the Project Volcker and SME for the Risk Project
 - ❖ End-to-end preparation and presentation of the stakeholders report as per the Volcker principles.
 - ❖ Managed solely, the high-risk investment project and providing the stakeholders with the appropriate report within the SLA, providing them with the artefacts to justify the investigation on the portfolio.
 - ❖ Investigating into stakeholder's portfolio to report the trades breaching the rule.
 - ❖ Assisting the onshore employees, arranging meetings to finalize the reports related to the Tier 1 and Tier 2 capital management and how much of the investments deviated from the risk limit scale.
 - ❖ Independent remediation of the customer and non-customer facing trades outputs and preparing their investment performance report and delivering the trade risk reports.
 - ❖ Updating and finalizing of the Trading Mandates implemented under Volcker rule.
 - ❖ Exploring and using the tools like Limit Central, JIRA, Volcker Dashboard to prepare the reports.

Kaurani Maloo and Associates LLP – Account Assistant (January 2021- October2021) and Siddhartha Paul and Associates – Account Assistant (August 2018- September 2020):

- ❖ Independent preparation and finalization of Audit reports and Accounts of Business.
- ❖ End-to-end preparations and maintenance of the clients' accounts.
- ❖ Maintenance of day-to-day business transitions, financial output, AR/AP, Debit notes, Credit notes, Invoices etc.
- ❖ Preparation of necessary documents such as IT returns, P&L, Balance sheet, Projected & Estimated P&L and Balance Sheet etc. for taking/raising loans.
- ❖ Advising clients on tax saving schemes.
- ❖ Experienced in GST, TDS, TCS. Worked on QuickBooks and Zoho applications.
- ❖ Submission of legal dues, Verification of compliance with various internal norms of Society, analyzing financial statements and identifying the prospective areas of material misstatements. Accounting for a foreign company on the online application. (Kuwait)

ACHIEVEMENTS

- ❖ Eclerx Services Limites Analyst for the Quarter.
- ❖ Gold medalist in Post Graduation (M.Com)

ACADEMIC CREDENTIALS

M.Com (Accounts and Finance), 2018

West Bengal State University

8.1 CGPA

B.Com (Accounts, Tax, Finance and Cost) 2016

West Bengal State University

58%

HSC, 2013
SSC, 2011

CBSE (Army School)
CBSE (Army School)

90.00%
90.00%

ADDITIONAL QUALIFICATION:

- ❖ Investment Banking Certification

PERSONAL DETAILS

- DOB: 12/03/1995
 - Father's Name: Rabindra Nath Giri
 - Marital Status: Married
 - Languages: Hindi, English and Bengali
 - Hobbies: Book reading, Trekking, Travelling, Plantation
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I hereby declare that the above-mentioned information is true to the best of my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.

Anjali Giri