

EKTA DAHIWALKAR

Senior Process Associate

Pune Maharashtra. 411023

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EXPERIENCE

Automatic Data Processing Private Ltd, Pune– Senior Process Associate

March 2019 - Present

- Deliver complete quality work within a set time frame. Perform accurate processing and utilizing best practice specific tools and applications. Focused on processing large volumes with quality on a daily basis.
- Process lien records for collecting a monetary judgment on behalf of a plaintiff from a defendant.
- Managing daily inventory by doing work allocation for the team.
- Calculate deductions which are governed by the garnishment order and other applicable rules, laws and procedures, and generally continue until the garnishment is completed or a release is received.

SLK Global Services Ltd, Pune– Senior Team Member

April 2017 - March 2019

- Supervises the tracking of fund data and maintenance of accounting records. Data maintenance and summarization processes and procedures to improve team efficiency and best support.
- Mentored non-voice operations related to general insurance and mortgage insurance. Processing loans using different applications like TPX mainframe, CTA etc
- Maintains relationships with clients. Ensures clients receive needed information in a timely manner and that all accounting support needs are met.
- Day to day activities include handling various monetary transactions of customers' accounts.
- Operated on General Ledger of M&T bank to balance the debit and credit. Controlled on Outages to sort out the debit credit difference and clear them. Supervised customers funds on their account.
- Mentored to take process training of new joiners and reviewing their work accurately.

SKILLS

Fund accounting, NAV Calculation, Reconciliations Asset servicing operations Banking process Debt collection Tally.ERP 9 SAP MS-OFFICE

AWARDS

- Wage garnishments Golden Globe Award for production & quality in Q1 FY20.
- Weekly recognitions for 94% internal quality.
- High-Five awards from on shore team for successful completion of one-time projects within TAT.
- Spotlight award after two months of joining for completing the task with accuracy and learning difficult processes so fast.

INTERESTS

- Traveling, Listening to Music, and Cooking
- Basketball, Swimming and Badminton

LANGUAGES

English, Hindi, Marathi

Bank Of New York Mellon, Pune – Operation Executive

November 2015 - November 2016

- Exposure to multiple clients and a fast-paced deadline driven work environment.
- Manages the daily accounting and net asset value production to service multiple funds.
- Reviews data and assists in resolving escalated problems.
- Supporting Valuations Team in correct NAV calculations after completion of detailed investigation and resolution of every exception.
- Cross checking Corporate Actions performed on various funds with 3rd Party vendor system Bloomberg.
- Proactively escalates breaks and risk issues.

EDUCATION

IMDR Pune – *MBA Finance*

2013-2015

B.COM – *Amravati University*

2010-2013

12th Commerce – *Amravati University*

2008-2010

DECLARATION

I hereby declare that the above-mentioned information is correct and true to the best of my knowledge.

Date-

Ekta Dahiwalkar

Location- Pune