
SHUBHA SHREE D

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D.O.B – 17th May, 1993

Nationality - Indian

Languages – English, Hindi,
Kannada, Telugu, Tamil

Skills:

- Can work under pressure and with tight deadlines.
- Team player & people management.
- Strategic & Analytical thinking.
- Efficient with MS Word, Excel & PowerPoint and Basics of SQL.

Profile

Goal oriented, focused and a multitasker, I aim to improve my knowledge, grow professionally, and contribute to the growth of the organization.

Experience

Manager, Fibe (EarlySalary Services Pvt Ltd) Mar 2024 – Current

- Preparation of daily cash flows for ESPL & SWTPL and make sure the funds are utilized efficiently.
- Investment & redemption of Mutual funds in various AMC and maintaining the mutual funds portfolio of both ESPL & SWTPL.
- Monitoring repayments of all the lender payouts and coordinating the same with the finance team.
- Tracking all the invoice payments related to debt raise transactions.
- Preparation of NCD payout details of all the active ISIN's based on the BENPOS report.
- Handling & preparing various MIS reports (Portfolio cuts, collection efficiency & Disbursals)
- Maintaining monthly borrowings sheet with all the details related to borrowings and intimating the same to all the lenders.
- Updating financial & reporting covenants of new debt raised as per sanction letters.
- Hypothecating the book debts of all the lenders monthly as per lenders requirement.
- Preparation of the below certificates:
 - a. End Use Certificate – As and when any new loans are availed.
 - b. CA certificate – For all the active loans, same needs to be shared on every quarter.
 - c. Management certificate – For all the active loans, same needs to be shared monthly.
- Sharing TDS certificates with all the lenders once every quarter is completed.
- Requesting the NOC's for all the closed loans from the lenders and coordinating the same with secretarial team and to make sure the charge is satisfied.
- As a part of audit, requesting the lenders for the balance confirmation on every quarter end.

Manager, Slice (Quadrillion Finance Pvt Ltd) Feb 2022 – Mar 2023

- Monitoring repayments of all the lender payouts and coordinating the same with the finance team.
- Tracking all the invoice payments related to debt raise transactions.
- Preparation of NCD payout details of all the active ISIN's based on the BENPOS report.
- Handling & preparing various MIS reports (Portfolio cuts, collection efficiency & Disbursals)
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- Sharing TDS certificates with all the lenders once every quarter is completed.
- Helping the senior manager in debt raise & executing the transaction documents.
- Requesting the NOC's for all the closed loans from the lenders and coordinating the same with secretarial team and to make sure the charge is satisfied.
- As a part of audit, requesting the lenders for the balance confirmation on every quarter end.

Associate Manager, CapFloat Financial Services Pvt. Ltd, Oct 2017 to Feb 2022

- Executed 50 crs & 100+ crs transaction against commercial papers & High Net Worth Individuals (HNI) NCD's, and also handling of pre and post-compliance activities.
- High Net Worth Individuals (HNI) onboarding with KYC verification and complete compliance checks.
- HNI account activations and work closely on their payout reports and giving instructions to the Finance team and Trustee about the actual payout details.
- Query resolution for all the HNI clients and maintaining TAT as per SLA process.
- Liaising with rating agencies (India Ratings) with respect to data for publishing of rating rationale
- Preparation of various Data MIS and timely updates on investment status.
- Training & Developing Interns, new hires and peers for new roles.

Tax Associate, Ocwen Financial Solutions - Jul 2015 to Oct 2016

- Batching the loan payments.
- Resolving all the issues with regards to Tax.
- Providing support to team members to resolve process related queries and also to identify the process gaps and build a plan to bridge the same. - Appreciated by management for process improvement ideas.

Process Associate, Capgemini Business Services (India) Ltd - Feb 14 to Jun 2015

- Joined Capgemini as Trainee Associate in Accounts Payable team for matching PO Invoices.
- Handling additional responsibilities of reporting daily TAT and quality analysis to Team Lead.
- Single Point of Contact for all issues with regard to invoice processing for Sweden.
- Helping Lead during Month End Close by ensuring all Intercompany Invoices are processed before the month close so that there are no major deviations in the Intercompany reconciliations.
- Acting as a mentor for all new joiners in the team by providing training and support.

Education

- City college Bangalore – B.com (Finance), 2010 to 2013, 64%.
- Oxford college Bangalore – PUC, 2010, 74%.
- M.C.H High School Bangalore – X std, 2008, 62%.

Declaration

The above-mentioned information is true and fair to the best of my knowledge.