

EKTA DAHIWALKAR

Analyst /Auditor

Pune Maharashtra. 411023

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EXPERIENCE

Automatic Data Processing Private Ltd, Pune – Analyst

March 2019 - Present

- Audit quality work within a set time frame. Oversee day-to-day operations, ensuring timely and accurate processing of tasks within SLAs.
- Managing daily inventory by doing work allocation for the team.
- Mentor and coach juniors to develop their skills and knowledge.
- Lead and manage a team of associates.
- Proficiency in using process management and reporting tools.
- Actively manage work allocation, assigned adjusters workloads, escalation query resolution and delivery of key SLAs. Well versed with Operational terms and people management.

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
- Banking process Debt collection
- Tally. ERP 9 SAP
- MS-OFFICE
- Outlook, Word, Excel (pivot tables)

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.

LANGUAGES

- English Hindi Marathi

INTERESTS

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

Bank Of New York Mellon, Pune - Operation Executive

November 2015 - November 2016

- Analyzing and reconciling financial records, ensuring accuracy, compliance with regulations, and safeguarding our clients and organization with expertise and care.
- Exposure to multiple clients and a fast-paced deadline driven work environment.
- Manages the daily Accounting & Reconciliation 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

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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