

# PRATEEK PATIL

## Financial Analyst

*Accomplished Financial Analyst with over 7 years of experience in Financial Reporting, Forecasting, & Budgeting, seeking to leverage expertise in Investment Banking and Financial Analysis to drive strategic decision-making, enhance financial performance, & support capital-raising initiatives for business growth.*

### CONTACT DETAILS

✉ [pratik17395@gmail.com](mailto:pratik17395@gmail.com)  
☎ +91-8308572914  
🏠 Pune, India  
in [LinkedIn](#)

### CORE COMPETENCIES

- Financial Analysis & Modelling
- Strategic Budgeting & Forecasting
- Risk Management
- Operational Efficiency
- Investment Strategies
- Cash Flow Optimization
- Performance Metrics
- Mergers & Acquisitions (M&A)

### ACHIEVEMENTS

- ➔ Enhanced financial reporting accuracy, gave an idea/kaizen for **Capstock (units) booking** which **reduced discrepancies by 99%** & boosted stakeholder confidence in data.
- ➔ Implemented a **corporate action tracking system**, improving **reporting accuracy** and ensuring **regulatory compliance**.
- ➔ Trained new team members on **reconciliation processes**, increasing team efficiency and reducing errors.
- ➔ Gave a **Kaizen** for PDF uploading in the indexing system which helped in **reducing Turnaround time** from 5 minutes to 3 minutes.

### PROFILE SUMMARY

- ➔ Expert in **core fund accounting processes**, including position reconciliation, trade verification, and corporate action processing, with a strong track record of implementing best practices for portfolio management and fund valuation.
- ➔ Knowledgeable in **Microsoft Power BI (Basics)** to enhance data analysis and reporting capabilities.
- ➔ Advanced proficiency in **InvestOne & DTCC applications**, leveraging these tools to streamline **trade settlements**, resolve **discrepancies**, & optimize **financial reporting** accuracy, consistently minimizing errors & improving operational efficiency.
- ➔ **Collaborative leader** with the ability to work across **cross-functional teams**, managing relationships with **key stakeholders & clients**, delivering data-driven insights.

### WORK EXPERIENCE

#### BNY Mellon, Pune as Senior Analyst | Apr'22 – May'24

- ➔ **Reconciled prior day cash books** between **custody** and **accounting**, identifying and resolving discrepancies to ensure accurate financial reporting and smooth daily operations.
- ➔ **Investigated and resolved reconciliation breaks**, particularly **dividend discrepancies**, by cross-referencing **BBG rates**, **EX-date**, and **Pay-date**, ensuring consistency and accuracy in financial records.
- ➔ **Booked and verified effective trades** across various instruments, including **IPOs**, **T-Bills**, **future trades**, and **unit transactions**, ensuring all trades aligned with **accounting** records and **investment strategies**.
- ➔ **Performed position reconciliations (TLM)**, comparing **custody positions** with **accounting positions**, and efficiently addressed discrepancies to maintain alignment and accuracy in fund reporting.
- ➔ **Validated corporate actions** in collaboration with the **corporate action team**, ensuring compliance with **corporate action packs** and accurate processing in line with defined terms and investment policies.
- ➔ **Ensured accurate dividend bookings** by verifying **dividend rates**, **EX-date**, **Record-date**, and **Pay-date** against **Bloomberg** data, guaranteeing timely and correct processing of all fund dividends.
- ➔ **Verified trade entries** for accuracy, checking **pricing**, **shares**, **net amounts**, **settlement location**, & **trade dates**, ensuring trades were accurately recorded and settled.
- ➔ **Oversaw the fund valuation process**, ensuring accurate **NAV calculations**, tolerance levels, and validation of **future margin** requirements, while confirming **period close** and **date checks**.
- ➔ **Led compliance checks** on all fund-related activities, ensuring **accurate reporting** and **adherence to regulatory standards**, confirming the integrity of financial data for both internal and external stakeholders.

#### Gallagher Services Ltd., Pune as Analyst | Jun'18 – Apr'22

- ➔ **Streamlined the indexing of workers' compensation and liability claims**, efficiently managing policy updates, cancellations, and necessary amendments to ensure compliance and accuracy.
- ➔ **Maintained & updated customer data** across internal systems, ensuring all information was current, accurate, and aligned with regulatory & company standards.
- ➔ **Provided critical support to the commercial team** by delivering precise customer data, enhancing decision-making processes and improving overall client service.

SKILL SET

InvestOne | TLM | DTCC | Bloomberg tools | Advanced Microsoft Excel | PowerPoint | Power BI

CERTIFICATIONS

Basic to [Advanced Microsoft Excel](#)  
Basic to [Advanced PowerPoint](#)  
Basic to [Advanced Power BI Certificate](#)

EDUCATION

2015-17  
MBA in Finance  
Dr. D.Y. Patil Institute of Management, Pune

PERSONAL DETAILS

Date of Birth 17<sup>th</sup> March 1995  
Languages Known English, Hindi & Marathi

- ➔ **Facilitated the filing of state-specific documents**, ensuring **timely claimant payments** and mitigating company penalties through effective documentation management.
- ➔ **Conducted in-depth data analysis** and generated insightful reports for senior management, enabling data-driven decision-making and improving operational performance.
- ➔ **Coordinated insurance case processes and filings**, representing the company in **industry forums and professional associations**, ensuring compliance with industry regulations and standards.

Eclerx Services Ltd., Pune as Analyst | May’17 – Jun’18

- ➔ **Managed OTC Derivatives trade confirmations**, including **pre** and **post-confirmation** of both standard and non-standard trades, ensuring accurate and timely processing across multiple platforms.
- ➔ **Coordinated with counterparties, prime brokers, and clearers** to facilitate seamless trade confirmations, resolving discrepancies and ensuring **trade lifecycle integrity**.
- ➔ **Prepared comprehensive pre- & post-confirmation reports**, ensuring all trade details were accurately captured & communicated to relevant stakeholders.
- ➔ **Led cash reconciliation processes**, identifying and resolving breaks to ensure accurate financial records & prevent discrepancies in the settlement process.
- ➔ **Collaborated with internal teams** (Middle Office, Front Office, and Broker Reconciliation) to resolve trade economics-related queries and ensure proper settlement of OTC derivatives transactions.
- ➔ **Reviewed trades in DTCC** to investigate and resolve discrepancies, ensuring that all trades were confirmed **without error** and in compliance with regulatory standards.