**Vinay Bandaru** Mobile No.:- **7899084363 / 8309915130 **

E-mail:- **vinaybandaru1@gmail.com**

**JOB OBJECTIVE**

* To become a successful professional in the field of Finance and to work in an innovative and competitive world and seeking opportunities in high growth oriented Financial Organizations to explore my skills by providing value-added services to the organization to support its vision and mission.

**PROFESSIONAL EXPERIENCE :**

* **Organization**: State Street Corporation (State Street Fund Services), Bangalore, Karnataka, India.

**Tenure**: June 2017 to June 2018

**Designation**: Operations Specialist (**Associate-1**)

**Process**: Trade Settlement & Reconciliation & Accounting for clients.

* **Organization**: State Street Corporation (State Street Fund Services), Hyderabad, Telangana, India.

**Tenure**: June 2018 to January 2020

**Designation**: Operations Specialist (**Associate-2**)

**Process**: Trade Settlement & Reconciliation & Accounting for clients.

* **Organization**: State Street Corporation (State Street Fund Services), Hyderabad, Telangana, India.

**Tenure**: February 2020 to present

**Designation**: **Senior Associate**

**Process**: Trade processing, Settlement & Reconciliation & Accounting for clients.

**PROFILE SUMMARY:**

* **3** years of experience in Trade Settlement & Reconciliation in Investment Banking & Financial services domain.
* Sound knowledge of financial instruments & terms - Shares, Fixed Income, Mutual Funds, Derivatives, Swaps, Hedge Fund, Corporate Action, Reconciliation, Trade life cycle, Middle office, Back office workflow.
* Possess sound knowledge of applications like Bloomberg & IDC.
* Strong Analytical and Problem solving ability.
* Effectively prioritize and can work in a high pressure & high volume environment and in tight deadlines and SLAs.
* Good team player with strong interpersonal skills.
* Quick learner and ready to learn new things.

**EDUCATIONAL QUALIFICATION:**

* **MBA (Finance)** in **First Class(7.9 CGPA)** from Gandhi institute of technology and management, Vishakhapatnam (2015-2017).
* **B.Com** in **First Class(75% aggregate)** from Krishna University, Machilipatnam (2011-2014).

**ROLE & RESPONSIBILITY:**

* Taking complete ownership of client process and performing client deliverables.
* To perform time-sensitive duties prior to cut-off deadlines.
* Establish proper Operating procedures and control points to ensure data quality and continuously review the same.
* To Perform and ensure that all client queries are dealt with in a timely and accurate manner.
* Ensure completion of daily activities in a timely manner.
* Preparing and updating procedures on timely manner.
* Providing process training to new joiners and other teammates.
* Sharing best practices with team for smooth and easy processing.

**Trade Settlement & Reconciliation& Accounting for clients**

* Reconciliation of Cash and Trade positions for clients.
* To ensure the processing and settlement of all trades done for the day without fail.
* Ensured proper larger value trades were placed accurately and timely with various fund relationships.
* To be updated with client representatives regarding the trades.
* Confirmation with client representative if there are any of the above the threshold or the information about the trades.

**ACCOMPLISHMENTS:**

* Appreciation from Onshore and from client for good service delivery
* Promoted to next level within 11 months of tenure
* Completed Industrial Essential Trainings to Gain Domain (Finance) Knowledge

**LANGUAGES KNOWN:**

English, Hindi,Telugu.

**PERSONAL DETAILS**:

Name : Vinay Bandaru

Marital Status : Unmarried

Nationality : Indian

Date of Birth : 24th April 1994

Present Address : Plot.no.161, Road.no.9, Ayyappa society,Madhapur,

Hyderabad, Telangana-500081

**DECLARATION:**

I, hereby declare that the information furnished above are true and correct to the best of knowledge.

Signature

B. Vinay