

SWETA CHAUHAN

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Koparkhairane, Navi Mumbai

DOB : 31st May, 1997
language : English, Hindi

ABOUT ME As a skilled and experienced financial analyst with a strong track record of managing and reconciling accounts, I am excited to bring my expertise to the private wealth management industry. With over 3 years of experience in the field, I have honed my skills in handling multiple clients' general ledger reconciliations and bank reconciliations, preparing quarterly financial reports, reviewing import data for accurate GL accounts and cost centers, and submitting various journal entries for account reconciliations

EDUCATION

University Of Mumbai

2015-2018

Bachelor in Accounting &
Finance

NMIMS - MBA (pursuing)

MBA in Banking and Finance
Management
SEM I - 68%

TOOL

Vestmerk
Longview 75
SEI
Envestnet
Salesforce CRM
Jd edwards oracle

KEY & SKILL

Management Skills
MS Office - Advance Excel, Reconciliation, PPT
Critical Thinking
Communication Skills
SAP (Trained)
KYC
AML (Anti Money Laundering)

ACHIEVEMENT & AWARD

Time and Motion

Analysis of the time spent on one working product.

IPS dashborad

IPS - Investment Policy Statement. created dashboard web. this help in creating IPS document in just click with respective accounts investment objective type.

Awarded as "Star of business".

Awarded as "Employee of the Month"(2 time).

PPA Committee's (Member)

Organized CSR (Tree Plantation Drive).
Organized team entertainment fest.

EXPERIENCE

Banking Operation Analyst/SME-Private Wealth Management

Accenture

August 2021 - 1st February 2023

- Vestmark Application- Use to capture the trade as per the investment objective agreed with client.
- Priorities the trade based on Currency, Value Date, amount, Custody and onsite team to resolve the discrepancies.
- Worked in reference data management team responsible for portfolio level data set up on state street systems as per the AOF sheet (Account opening form) received through change management process and handling product related requests and inquiries from product data users within the Firm (Products: Fixed Income, Equity, Corporate action, Equity).
- Keep abreast of trends and developments in the trust and investment management industry to ensure prudent administration and investment management
- Organize day's work at close of business, for Management signature/approval.
- Documented specific portfolio restrictions, funds received or disbursed, client communications, and updated client files.
- Ensured proper accounting of General Ledger transactions and prepared monthly General Ledger reconciliations.

Associate

Feb 2020- July 2021

Wipro

- Managed the PepsiCo products, and educating Client, helping them to resolve domain related issue.
- Handling multiple client's General ledger reconciliations (164 recons) and Bank reconciliation (TFSS & GSS).
- Bank reconciliations for Bank of Montreal (BMO) Bank of America (BOA).
- Conduct training, mentoring and reverse job shadow for new hires on daily processes.
- Preparing quarterly financial reports and general ledger accounts. (SAP HCM tool)
- Reviewed import data for accurate GL accounts and cost centers.
- Submitted various journal entries for account reconciliations.
- Handling Western Union reconciliations and other daily processes.
- Ensured proper accounting of General Ledger transactions and prepared monthly General Ledger reconciliations.
- Worked on chargeback process and done the payment with Western Union

Transaction Process new Associate

October 2018 - Feb 2020

Accenture

- Analyst in PWM (Private wealth management)
 - Review the accounts and create the present portfolio report.
 - Working on corporate action, bond maturity and High risk in share.
 - Even worked on KYC project. AML (Anti Money Laundering) processing for Individual client's as well as corporate clients and Email to the partners for client details.
 - Verifying the client's identity when opening an account.
 - CIR - Client Investment Review.
 - The overview of this process is to provide reports to Investment Managers as per their request. The reports may contain detailed analysis of client portfolios in terms of portfolio returns, asset allocation, current market position, investment details based on asset class, asset type and sector, Market commentary etc.
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