

CURRICULUM VITAE



ASHA.N

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SUMMARY:-

Seeking to continue my professionalism, experienced as Reconciliation Specialist utilizes exceptional auditing and investigating skills to identify discrepancies and resolve them with excellent analytical, accounting abilities and attention to detail. Aspire for a challenging position to contribute to the company's growth, in turn ensuring personal growth.

CURRENT EXPERIENCE:-

Company : State Street HCL
Job Position : **Specialist**
Process :Income Settlement & Cash Reconciliation
Duration :February 2018 – April 2023

COMPANY PROFILE:-

State Street HCL Service's India private limited - Joint venture between State Street Bank and HCL. State Street Bank is a world leading custodian. HCL is India's leading IT Technology Company which also provides financial services.

JOB SUMMARY: - (INCOME & SETTLEMENT& CASH RECONCILIATION)

Income Settlement Process :

- Processing Interest payments on accounting on paydate post validation with custody
- Processing Dividend payments on accounting on paydate post validation with custody
- Verifying the client specifications, client thresholds and processing the accounting settlements as per the SOP
- MCH (Multi Currency Horizontal) is a common platform which is used to refer the custody payment and process the accounting payments using various functions. Using the GMAS verified macros and processing the payments
- Monitoring the deadline tracker and making sure, team is meeting the Client SLA's and TAT on daily basis

Cash Reconciliation Process :

- Reconciling Custody Vs Accounting data and identifying the discrepancies
- Processing the adjustment entries based on the client threshold to clear the breaks
- Validating with Bloomberg and processing the accounting adjustments to resolve the discrepancies between custody and accounting entries
- Validating with Swift back-up and processing the adjustment entries
- Verifying MDS for Tax related discrepancies and clearing the breaks

Tax Reclaim Process :

- ✓ Processing the Tax adjustments based on the SCRT application as a backup tool and amendments as per the Custody Tax team instructions
- ✓ Processing NRA Tax adjustments on a yearly basis which have huge amount of volumes

ADDITIONAL RESPONSIBILITIES :-

- Providing training to the new hires.
- Performing quality check for critical clients and preparing error report for the entire team
- Conducting training to the team on the frequent errors and bridging the knowledge gaps across the team members
- Creating process SOP's
- Managing the team in the absence of Team Lead and making sure to meet the client requirements
- Participating in weekly & monthly calls Oversight calls on weekly and monthly updates
- Participating in Error Calls
- Scheduling weekly & monthly call to understand the client requirements and process updates
- Assessing the new hires and providing the assessment scores to the management
- Maintaining Fund list – Updating Fund Addition & Deletion requests
- Reporting daily dashboard status to the senior management on a daily basis

ACHIEVEMENTS & RECOGNITIONS:-

- Has been awarded as Distinguished performer rating for three consecutive appraisals within 5 years
- Have received appreciation email from Onshore counterpart on helping on updating the SOP's with appropriate client specifications which resulted in error free processing
- Has been awarded as outstanding performer for my ownership and dedication in handling huge volumes in all the quarters and also been a team player in helping the other team members
- Got two promotions within 5 years
- Responsible to handle the team and I have been handled team with 9 members for 11 months

- Had maintained great rapport with onshore counterparts and handled the client calls individually
- Got multiple appreciations from our onshore teams
- Accolades with multiple awards from all the team managers and senior management
- Have provided the trainings for new hires
- Ability to work individually and as part of a team
- Part of process migration from another organization to SSHS
- Serve as critical resource during BCP in covering risk elements of job assigned to me in preventing potential financial loss to the organizations

ACADEMIC QUALIFICATION:-

Course (Degree)	: B.com (GENERAL)
Name of Institution	:SATHYABAMA UNIVERSITY
Duration of Study	:2014-2017
Course (Master's Degree)	: M.B.A - Finance
Name of Institution	:MADRAS UNIVERSITY
Duration of Study	:2017-2019 (Correspondence)

SKILLS:-

- Ability to work under a deadline oriented environment
- Strong interpersonal and organizational skills
- Strong communication skills, Quick learner, Excellent team player
- Analytical ability and ability to adapt/understand a process
- Reconcile income and Report analysis

PERSONAL DETAILS:-

DOB	19-February-1997
Father's Name	K. Narayanamoorthi
Personal Address	No,1 Vigneshwaraya nagar main road, Sholinganallur, Chennai – 600119.
Gender	Female
Marital Status	Single
Nationality	Indian
Language Known	English, Tamil