

Shwetha G

Mobile: 8660607119

E-mail Id: shwetha474@gmail.com

OBJECTIVE:

To secure a responsible career opportunity to utilize my skills and experience for making significant contribution to the success of the company.

JANA SMALL FINANCE BANK (Aug 2018- Till date)

Designation: Assistant Manager

Roles & Responsibilities:

- Reconciling the CASA accounts and other Payment GL's
- Matching, Analyzing and interpreting the GL open items by using CBS.
- Coordinating with various internal departments to resolve the open items
- Preparing MIS and publishing to the concerned departments on daily basis
- Resolving the queries raised through mails and calls
- Identify, recommends and implements the process improvements ideas.
- Updating and escalating the management on any discrepancies
- Responsible to clear open items within SLA
- Guiding branches and internal teams to resolve the pending open items
- Worked with the Technology partners to enhance the automation of the reconciliation process by providing adequate data and knowledge.
- Able to resolve the team queries and act as a reference point for the queries raised
- Training new joiners on the process
- Responsible for closure of the accounts as per the request raised in the month end
- Responsible for preparing weekly and monthly reports

Societe Generale GSC PVT Ltd (From Dec 2014 to April 2016)

Designation: Process Executive

Process: Securities Reconciliation

Roles and Responsibilities:

- Matching ,Analyzing and allocating the breaks to concerned team based on the analysis done
- Investigate and work with the concerned department to reduce the aged exceptions
- Interacting with the traders, agent and settlement teams through mails and telephone to resolve the outstanding breaks
- Analyze and resolve discrepancies using various systems

- Communicate exceptions to concerned department and clear the exceptions in a timely manner
- Ensure all the risk and control checks are adhered and followed on time
- Posting of Journals entries on daily basis
- Responding to the mails and calls on queries raised without any delay
- Generate the Dash-Board to produce MIS through excel.
- Highlighting the ageing open items in the team meeting and update status on the same to manager
- Cross train on other process within team to create as backup

INFOSYS BPO LIMITED (Feb 2011 to June 2013)

Designation: Senior Process Executive

Process: Fixed Income Bonds – Stock Reconciliation

Roles and Responsibilities:

- Reconciliation of Fixed Income Depot breaks
- Investigating, matching & allocating the breaks in TLM
- Analysing the breaks in details
- Pass journal entries to move funds between accounts
- Escalating the high value or ageing breaks to the top management on time to mitigate the reputation risk.
- Interacting with Settlements team, Trader, Agent through mails & telephone regarding the breaks
- Ensure all the open items are cleared as per SLA
- Responsible to send the Daily/Weekly MIS report to the management
- Trained new staff on the process

Achievements :

- Received “ **Operations Excellence Award**” for best performance
- Received “ **Spot Awards**” for the process excellence
- Received other on the job and floor awards for the performance and qualitative work

Professional Qualification:

Degree	Percentage	Year of Passing	College
MBA	62%	2010	Jyoti Nivas College, Bangalore
BBM	68%	2008	BMS College for Women, Bangalore

PUC	76%	2005	SSEA Govt PU College
-----	-----	------	----------------------

Personal Details:

Date of Birth : 29-08-1987
Marital Status : Married
Languages Known : English, Kannada, Telugu, and Hindi
Address : #18, 4th B main, 4th B cross
Anjaneyanagar, Banashankari 3rd stage
Bangalore- 560085

Place: Bangalore

Date:

(SHWETHA G)