

Savita Patil**Contact:** 7823022823**Email:** patilsavita40@gmail.com**PROFESSIONAL SUMMARY**

- An experienced Results-oriented finance professional having more than **6 years 11 months** of experience with strong knowledge of capital market, finance, accounts, Microsoft Excel.
- Having ability to work well under pressure, meet tight deadlines and have been resourceful at maintaining relationship with clients/ financial advisors.

WORK EXPERIENCE**SAP FICO S4 HANA certification appearing**

Current Job – Bank of New York Mellon-Pune India as a Senior Process Associate, Since November 4, 2019 to 26 dec 2022.

- Part of End-to-End **External** reconciliation (with Fund Manager) and **Internal** (Custody Vs Accounting) for EMEA clients, **Process**-Institutional Accounting services (**IB**), Asset Servicing Global Utilities.
- **NAV reconciliation** for BNY Mellon clients, and ensuring high level of accuracy in monthly financial reporting. NAV Must match with Fund managers NAV.
- Trade posting in support systems to reflect actual cash & unit positions for the client.
- Manual pricing & Researching on Price Exceptions (via Bloomberg) and resolving them in liaison with internal department & Fund manager.
- **Booking** necessary General ledger entries such as Accruals, Dividend & Interest, FX's Receipts and payments in BNY Mellon's internal systems.
- **Fund Accounting**-Prepare timely and accurate Net Assets Values, Yields, Distributions and other fund accounting output for subsequent review.
- Record accurately and in accordance with the Department policies & procedure such Accounting records as Security positions, Corp Actions related and journal entries. Reconcile various a/c or reviewing reconciliations and correcting any variances
- Identify exceptions and problems affecting accounting records and prices, communicating same to management, and assisting in their resolution.
- **Working on the Platforms** like TLM, GSP (global security Positions) CMS, Bloomberg, PCOM, MY GTM(global trade Mgt),
- **Financial Reporting**-Preparation of Monthly consolidated Reconciliation reports (Custody & Accounting) and sending to client.
- Providing Process training and guidance to new team members.
- Primary responsibility is o ensure closure of issues, concerns, problems and risks.

Previous Job – Senior Associate, (Portfolio A/C) at State Street Syntel Services Private Ltd. Pune, May’ 2016 till 18 Oct 2019

As a Processor:

- Performing cash reconciliation and ledger reconciliation for Mutual Funds, Pension funds and Superannuation funds and reporting the same to the client.
- Settling trades and FX's on daily basis.
- Booking various expenses and reimbursement for the fund group.
- Booking interest accrual and payments, dividends for the fund group.
- Getting the correct interest and principle payment from the Bloomberg.
- TLP matching and commenting as per the latest commentary in the recon report.
- TLP breaks escalations above 5 days.
- TLP coding matrix update as per the client requirements

As a Auditor:

- Quality checking of the data before sending it to client.
- Cross verifying the corporate action from the Bloomberg
- Documentation of the discrepancies identified and keeping the follow up.
- TLP team inbox review as per the latest commentary in the recon report.
- TLP comments review and updates as per the recon report
- Weekly report preparation
- Escalation & Follow up on aged break till resolution
- To send the deadline and work on to client query (E.g. open trade/FX/income line settlement) after deliverables

❖ **NISM Certification-Feb 2019**

❖ **Part of Time Motion Study as observer.**

SOFTWARE AND TOOLS USED

- Bloomberg
- MCH/ PCOM
- Open System account - OSA (Tool used to generate excel based reports for the security data in funds)
- My State Street (Website used of uploading/downloading cash forecasting reports and custody data)
- Microsoft Excel
- Microsoft Word
- IBS
- Lotus notes
- IMT logs(my view)

ACADEMIC BACKGROUND

Apr' 2015- M.Com (External)
Gujarat, Ahmadabad, India
Gujarat University
54%

Sep' 2012- M.B.A. in Marketing (External) from Symbiosis Institute of distance learning
Symbiosis university, Pune, Maharashtra, INDIA
62.43% with "A" Grade

Mar' 2009- Bachelor of Business Administration (BBA)
Gujarat, Ahmadabad, India
Gujarat University (BrahmachariWadi Trust Institute of Business Administration)
62%

PERSONAL DETAILS

- Date of Birth : 10th November,1989
- Father's name : Mr. Ashok Patil
- Mother's Name : Mrs.ChhayaPatil
- Father's Occupation : Lathe machine operator
- Linguistic Ability : English, Hindi, Gujarati.&Marathi.
- Interest : Listening Music, Writing Poems
- Present Address : 56/A,Yashprabha bungalow,Shevantiban colony,
Walhekarwadi Road, Chinchwad, Pune-411033
- Permanent address : 26,Dhupsing's lane,kailashnagar,
Saijpurbogha, Ahmedabad,Gujarat-382345

PERSONAL ASSETS

My strength is marked with two words: -

- Honesty/ Loyal
- Hard Working

These are the two mantras with which I work.