

CURRICULUM VITAE

SWETA KUMARI

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Local Address

C/o Mr.Dipak Kumar Choudhary
SRNO.270,Gaikward wasti Moshi
Near Moshi toll naka
Pune (412105)

CAREER OBJECTIVE

Explore my knowledge and skills along with the market requirements and to utilize all my analytical skills, interpersonal skills and knowledge for the growth of my organization and there by my professional growth.

EDUCATIONAL QUALIFICATIONS

Degree/ Examination	Institution	University/Board	Year of Passing	Percentage %
M.B.A (2012-2014)	Women's college Jamshedpur	Kolhan University	2014	68%
B.Com (A/C-Hon)	Women's College Jamshedpur	Kolhan University	2012	66.75%
I.COM	Women's College Jamshedpur	Jharkhand Academic Council Ranchi	2009	55%
MATRIC	S.M.S.M High School Jamshedpur	Jharkhand Academic Council ,Ranchi	2007	67.75%

ORGANIZATIONAL EXPERIENCE

State Street Syntel Services Pvt. Ltd (Duration: Nov 2016 –4th Nov 2022)

Senior Associate with Internal Reconciliation

Key Areas:

- Taking over the clients and generating the invoices for them per the specific frequency.
- Invoices which are pending with Client owner getting them finalized to increase the finalized dollar amounts from offshore.
- Moved to quality section in which invoices are needed to revalidate before deploying to client owner.
- Analyzing the business requirements, identifying areas for improvements.
- Training all the new joined people before being on production.

Responsibilities:

- Currently working with State Street Syntel Services Pvt. Ltd. as a Sr. Associate for Recon & Other Core Services for Financial Reporting, Investment Banking and Capital Market analysis.
- Worked on applications like Fund Suite SX, Arc Reporting, Excel, Macros, Bloomberg, and MCH. Knowledge of Macros it is easy to use in while processing and some client requirements.
- Responsible for preparation of Schedule of Investment for all type's funds on behalf of client in-depth knowledge of Fund suite ARC. Responsible for Regulatory reporting – preparation & review of SOI (Schedule of Investment) which is the 1st schedule prepared during a financial reporting cycle.
- POI discloses information about every type of security & derivatives held by a particular Mutual Fund. All such information of each & every individual security updated and verified with Bloomberg and Financial Reports like Trial & APAR reports provided by the clients, etc
- Worked on the highest dollar clients and most critical clients across the process.
- Offshore representative with technical team on ongoing issue and better resolution.
- Reviewing the corporate actions booked in the system and ensuring that all the same is correctly reflected in the books.
- Worked with broker websites to get reports on cash, swaps, futures, forwards, and equities
- Ensured accuracy of funds' trades, cash transactions and corporate actions and verified securities' prices to properly value portfolios.
- Recoding the wire and updating according to the description.(Researching, Identifying and updating)
- Prepared daily and monthly reconciliations and wire transfers.
- Performed daily cash reconciliation between brokers and middle office while maintaining front to back reconciliation.
- Communicated with clients to retrieve reports, solve problems, and meet deadlines
- Maintained client relationship via telephone and email communication.
- Appreciated on mail by onshore Department Head, BU and DGM.
- Working with different VP's on the adjustment issue and better solution of the bad revenue.
- Daily, weekly and monthly Net asset Value calculation (NAV).
- Calculation of the fund's income and expense accruals and the pricing of securities at current market value.
- Reconciliation of the broker, custodian, bank and investment manager statements.

ACHIEVEMENTS & HONORS

- Achieve fast track promotion within 9 months of joining in organization due to good quality work.
- Received "SYNTEL CHAMP" Award for extraordinary and excellent performance.
- Received Two Times "TITAN OF THE MONTH" Award for quality performance with zero errors.
- Received Three Times "Spot Recognition" Award for consistent quality and best performance.
- Received Four Times "Performers Converge" Award for consistent outstanding performance.

COMPUTER SKILLS / WORKED ON APPLICATIONS

- Working knowledge about Bloomberg Terminal.
- Fund Suite Arc, G.com (Fund Suite SX), & MCH (Multicurrency Horizon).
- Working Knowledge about Outlook.
- Working knowledge about MS Office, Excel (Pivot tables, Conditional formatting etc.)
- Basic knowledge of Microsoft Excel and formulas.
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INTERNSHIP PROGRAMMES

I have done my projects for **M.B.A-{Finance Specialization}**:-

Project Title: - **“WORKING CAPITAL MANAGEMENT”**

Organization: - **“JUSCO”-{Jamshedpur Utilities & Services Company Limited}**

Duration: - (17th May – 30th July 2014)

Location: - Jamshedpur.

PROFESSIONAL HIGHLIGHTS

- Comprehensive problem solving abilities
- Excellent communication skill
- Willingness to learn new things quickly
- Have positive and never give up attitude
- Always have “YES, I CAN” attitude towards my work that I think is my strength and secret of my success too.

PERSONAL DETAILS

Name	:	Sweta Kumari
Father	:	Mr.Rajendra Thakur
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Languages	:	English, Hindi
Date of Birth	:	23/04/1990

PERMAMENT ADDRESS

Village: Akashapura, Post Office: Raiyam, Police Station: Rahika,
District: Madhubani, State: Bihar 847237

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: -

Place: -

Sweta Kumari