

Archana Patil

Senior Analyst
Immediate joiner

Contact

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Skills

MS. Office

Report writing and
analysis

Client
presentations

Operation
Management

Investment
Management

Accounts
Receivable

Team
Management

I have currently worked as a Senior Analyst & leading the team as a supervisor by performing day to day activities & managing professional responsibilities for a MNC in Pune. Have multiple domain expertise including Operations, Investment Banking, Capital Market, Financial Services, Finance & Accounting

Work History

2021-09 –
2023- 01

Senior Analyst

Hexaware Technologies, Pune, Maharashtra

- Creation and Setup of New Fee Schedule Templates & modifying existing addendum Templates of Banking End Clients by fetching CSM Form & Invoice Instruction Form (IIF) from On-Shore clients & RM/CSM (Customer Service Manager)
- Setting-up Medium to High complexity projects, analyzing service contracts, calculation of TCV and setting up of billing schedules in the Service Contract module.
- Allocating tasks and workloads to individual team members based on their ability
- Adding/ Updating accurate customer billing of all onetime and recurring fees based on contract terms, invoicing trend, etc. and ensuring that annual adjustment is applied as per the contract terms. Adding fees in FS/ Addendum such as Global Custody Assets, Hedge Funds, Share Class along with Transaction Trades for specified countries and various Securities, Derivatives, Reg Deluxe & FATCA fees
- Dispatching the Schedules/ Addendums & attaching templates to Accounts on an Umbrella level
- ITA (Intra-Transactional Accounts Setup): -
- Extracting new accounts from Hyperion & preparing files Sending for approval whether billable or not, confirming various fees (VAT, A/c Minimum, Custody, Flat, Trustee, etc.) to be charged with RM/CSG & once setup into Billing system
- After Setup of Account, sending them for Invoice generation
- Account Terminations, Account Closures, Account Activations
- Support intra-day management efforts including:
 - Report generation
 - Entering or correcting exceptions
 - Review data to identify trends/patterns of practices/behaviors that negatively impact on operations

Worked as an Accountant (Bangalore)

Capital Market

Conflict Resolution

Report

Generations &

SOP creations

Training &

Development skills

IBM Notes

Hyperion

Finserv- IT

Advantage

Certifications

SAP- BUILD R2R

Functional

Program

PCC

Languages

English

Hindi

Kannada

2014-05 –
2021-09

Infosys, Bangalore, Karnataka

- Project Setup - Updating of various Web based applications and SAP with the project details based on the SOW and MSA documents.
- Daily management of Billings, Collections, Reconciliation, and month end closings Accounts receivables functions through interaction with client and before sending the invoices to delivery team we need to generate the reports including Tax checks, Project level/Client level discount checks, tracking unbilled effort, Confirmation pending- status report etc.
- Interaction with various teams' sales and delivery for providing guidance on various financial aspects and collecting various data required for financial reporting and Preparing Bank Reconciliation on a weekly basis and posting Bank transfers, charges, Interests and follow up with other teams to post their respective bookings.
- Billing completion tracking to be maintained and month end accounts closure before cutoff time.
- Updating and Maintaining of Reports & Trackers in MS-excel on daily basis once the invoices raised, we used to send to the delivery team
- Support intra-day management efforts including:
 - Report generation
 - Entering or correcting exceptions
 - Review data to identify trends/patterns of practices/behaviors that negatively impact on operations

Worked as an Accountant (Pune)

Infosys, Pune, Maharashtra

- Fee Schedules/ Addendums: -
Creation and Setup of New Fee Schedule Templates & modifying existing addendum Templates of Banking End Clients by fetching CSM Form & Invoice Instruction Form (IIF) from On-Shore clients & RM/CSM (Customer Service Manager)
- Allocating tasks and workloads to individual team members based on their ability
- Adding/ Updating fees in FS/ Addendum such as Global Custody Assets, Hedge Funds, Share Class along with Transaction Trades for specified countries and various Securities, Derivatives, Reg Deluxe & FATCA fees
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Custody, Flat, Trustee, etc.) to be charged with RM/CSG & once setup into Billing system

- After Setup of Account, sending them for Invoice generation
- Account Terminations, Account Closures, Account Activations

Education

- MBA in Finance specialization from Jain College Belgaum.
- BBA from SSS Samiti College of Business Administration Belgaum.
- PUC in JSS college Dharwad.
- SSLC from S.A English Medium School, Ankalagi.

Accomplishments

- Secured Individual Extra Miler Award (2019 & 2018)
- Initiated process improvement to maintain quality and accuracy.
- Got promoted as Accountant on April 1, 2017
- Secured Certificate of Participation in Building Domain Specialists-R2R (June 2017).
- Secured Certificate of Appreciation I-STAR for FY 2016-2017.
- Secured Well Done Certificate for Achieving 100% Accuracy in the Process.
- Secured four Spot Awards for outstanding performance in the process.