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MANSI BHALLA

**Portfolio Accounting Analyst in (SSNC Globe op
Financial Services)**

4.0+ Years' Experience

Investment Banking | Fund Accountancy | Corporate Action

An effective communicator with logical reasoning and analytical skills and visionary mindset towards achievement of goals. A sense of urgency, commitment and focus on the right priorities to develop solutions in a timely fashion

Knowledge Areas

- Cash and Stock Reconciliation
- NAV Calculations
- Corporate Action
- Dashboard Preparation
- Process review
- Process assessment & documentation
- Process improvement & transformation
- SOP preparation

PROFILE SYNOPSIS

- Professional experience of **Fund Accounting Senior Associate** in SSnc Globeop Financial Services and **Investment Banking** in NIIT Smart Serve (NIIT Technologies)
- Having in depth knowledge **of Portfolio Accounting from its Reconciliation to its NAV calculations**
- Working as a **Senior Associate**, Demonstrated ability to identify and **recommend process improvement**
- Recommended clients for acquiring necessary resources in terms **of knowledge, finance and technology**
- Participate fully as a member of a team and contribute to a positive work environment that **encourages productivity, professionalism and team work.**
- Exposure to various application software and database like **Bloomberg, CTM Portal, SWP**
- Updated with the **latest trends in Share markets**

Employment Details



SSNC Globeop Financial Services: Fund Accounting Senior Associate (Nov'20-Present) Gurugram

Key Responsibility Areas

- **Reconciliation of accounts** on daily basis between **Geneva** (Accounting system called Geneva) and the **Prime Broker/Custodian** statements. Prime Broker involve:
- **Reconciliation of trade, position and cash** balance between Geneva and Counterparty statement
- **Follow up with the Prime Broker/Counterparty/Fund Manager** to seek clarification on outstanding breaks.
- Handling **reconciliation of Derivative (future and Option)**, Exchange traded Fixed income products (Bond and Repos), other exchange traded products like Equities, OTC products such as CDS, IRS, Equity Swaps and Bonds etc
- Uploading trades into G2 either manually or through auto loading of files received from Manager/PB.
- Wire processing.
- Interacting with US colleagues for break resolution
- Analyze of **Monthly PNL and NAV**
- Prepare NAV Pack and investor allocation.

Jan'18- Oct'20 with NIIT Smart Serve Ltd, Gurgaon as Executive Investment Banking

Key Responsibility Areas

- Execution of **transfer in and transfer out** orders of United Kingdom (UK) based clients to their accounts for investment purpose.
- Internally request **historical pricing** if historical pricing is not available.
- Corrections and amendments of **Mutual Funds Trades, Traditional Assets Trades**, FX Transactions, Cash Movements, Fees, **Nostro Transfer and Street Side Movement**.
- Actively provides trainings to the new joiners in the team.
- Execution of Custody transfer of the Mutual funds
- Updating SOPs of the process.
- Process both **mandatory and voluntary specific corporate actions functions** related to U.S. securities.
- **Corporate Actions:** Create and amend events **like cash dividend, Interest payment, merger, stock split, right issues, spin-off, conversion, tender offer etc as per client requirement**.
- **Worked on Monthly process capacity utilization** to figure out the availability of the idle man hours and bring efficiency in working style and areas.
- **Involvement in Weekly and Monthly Dashboard** representation to client along with seniors

Academic Details

- 2016: MBA from GGSIPU, New Delhi
- 2013: BBA from BVIMR, New Delhi
- 2010: Higher Secondary Education from CBSE Board.
- 2008: Senior Secondary Education from CBSE Board

IT Skills

- MS Office - Excel, PowerPoint
- Bloomberg

CERTIFICATIONS and ACHIEVEMENTS

- **Diploma in German Language.**
- **Scholarship** in Sanskrit Language
- **Twice got Customers Choice from the Clients.**
- Got good number of **CLIENT APPRECIATION AWARDS.**

Personal Details

Date of Birth:	5 th July, 1992
Languages Known:	English, Hindi, Punjabi and German
Address:	8 B Shiv Shakti Apptt Plot 10 Sector 10 Dwarka, New Delhi