

BORIGI KIRAN KUMAR

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Objective Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings and put those learnings into action and strive hard to contribute to the organization's growth.

Profile Skilled at handling Global Proxy services with in depth knowledge and able to meet the deadline within stipulated time with efficiency both as an individual and also as a team player.

Work Experience:

Broadridge Financial Solutions, Hyderabad - Global Proxy Process Analyst (Jan 2021-Apr 2022)

Worked as Process Analyst at Broadridge Financial Solutions Inc., Hyderabad in Global Proxy Services team from January - 2021 to April 2022.

- Global Proxy manages the corporate meeting setup / coding information for over 108 countries across the globe. Enabling shareholders to participate in the corporate meetings (casting vote) without being present at the meeting. Broadridge Proxy edge simplifies the management of institutional proxies including meeting notifications, voting, tracking, mailing, reporting, record maintenance and vote disclosure.

Job Responsibilities:

- Member in a Control check team to capture the Meeting Setup and process errors.
- Verification of Crucial Details for Meeting Setup for APAC and American clients
- Scrutinize the discrepancies of the Auditors and Coders in the Process
- Eye to Eye on important details like Record date, Deadline date in the MT - 564, MT -568 SWIFTs, Voting Options, Global proxy codes, Internal Amendments, Meeting Setup like AGM, EGM, OGM, SGM, Agenda corrections, BOD names and their designations etc.
- Cross-Check information from the client data sources.
- Handling of internal amendments of Meetings in case of any major errors in proxy voting.
- Raise queries to the internal teams and clear issues.

Other Assignments Handled:

- Preparation of SOD & EOD reports for the process.
- Preparation of Highly critical (Russian Reports) and special reports to the clients for their data ease.
- Designing internal reports for the smooth understanding of the daily tasks.
- Perform daily controls on team activity as per checklist to ensure tasks correctly.
- Trained candidates on various tasks.

Honors:

- Received Quarterly Performer of the Year for the Global Proxy Main season for spotting highest amendments in a quarter.
- Won ACE Awards twice in Main and Mini Global proxy season.

Accenture Pvt Solutions, Bangalore – Finance Process Analyst in Reconciliation (2022 -till date)

Currently working as Finance Process Analyst at Accenture, Bangalore in APTP team from April - 2022 to till date.

- Bond Reconciliation is the process of verifying the amount of interest payable by organization to the investor into their account. Working more than 10 clients within USD and NON-USD currencies parameter.

Job Responsibilities:

- Handling USD currency parameter solely.
- Reconcile the funds received from the Custodian correctly into internal account.
- Raise the issues to the internal teams for the resolution on the issues.
- Issues like Static, Settlements, Custodian will be sent mails and resolved from their approvals.
- Connectivity with the other internal teams for the data transfers and data retrieval.
- Extraction of the data from the Client source and data segregation between the teams.
- Actively working on the emails receiving from the counterparts, custodians and internal teams.

Other Assignments Handled:

- Preparation of SOD & EOD reports for the process.
- Managing mails from the group mailbox and working on their requisites.
- Working on other tasks for the resolution on the issues.
- Handling few critical payments for a particular client.

Honors:

- Received Best employee of the month award.
- Received Raising Star and Star Performer of the month awards and few appreciations from the team.

Key Skills:

Proxy services- Voting Options.

Derivatives & Types of derivatives - Forwards - Futures - Swaps - Options - Call and Put Option

Mutual Funds - Types of Mutual Funds - Equity, Debt, Hybrid, One Night funds - NAV - AUM -

Expense Ratio - NFO

Corporate actions - Voluntary and Mandatory - Impact

Primary markets - IPO, FPO and Secondary markets - Exchanges

Basics of Bonds, Debentures, Mortgages

Recociliations

Accounting Principles & Concepts

Communication Skills.

Teamwork and Motivation

Technical : Proficiency on Microsoft Word, Excel, Power Point and few other technical stuffs.

Academic Qualifications:

Master of Business Administration (Finance) in Vikrama Simhapuri University, Nellore (2018 - 2020)

Bachelor of Science in Maharajah's Autonomous Degree college, Vizianagaram (2015 - 2018)

Intermediate in Narayana Junior College, Palasa - Kasibugga (2013-2018)

SSC in J.M.J English Medium High School, Kanchili (2013)

Hobbies:

Passive Trading in stock market and Mutual Funds.
Photography

Personal Details:

Father's Name : Borigi Srinivasa Rao
Mother's Name : Borigi Usha Rani
Date of Birth : 24 May 1997
Languages Known : English Telugu and Hindi
Nationality : Indian
Marital Status : Unmarried
Ready to Relocate : Yes

Declaration:

I hereby declare that all the details furnished above are true, complete and correct to the best of my knowledge and belief.

Place: Kanchili
Date:

Signature
Borigi Kiran Kumar