

Madhuri B. Gound
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A professionally ambitious and dedicated person seeking to build a career with reputed organization.

Profile Summary

- A competent professional with 2.9 years of experience in Capital Markets and Investment Management Operations.
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Core Competencies

- An effective communicator with excellent skills in building relationships; possess strong analytical problem solving and organizational abilities.
 - Always been highly focused on maintaining the quality of work.
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Key Skill Set

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|-----------------------|-----------------------|
| • Quality & Assurance | • Decision Making |
| • Reconciliation | • Process Enhancement |
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Professional Career:

Process Associate with BNY MELLON under Middle Office Operations from February 2017 till November 2019

Role: Process Associate in various reconciliation functions for different clients.

Key Responsibilities:

- I was part of Data Administrative Group (DAG), responsible for handling missing balance function and other account maintenance functions.
- I was also part of T Rowe Price Client, responsible for reconciliation of fixed income securities, derivatives, swap.
- Responsible for daily Cash, Asset reconciliations between accounting and custody records for Eaton Vance client.
- Responsible for Monthly Asset reconciliation
- Responsible for Daily Special Reporting as well as Monthly Special Reporting.
- Resolving Queries of team.
- Ensured that quality and accuracy is maintained 100%

US Mortgage Insurance Process with MPHASIS Limited from November 2013 till July 2014

Role: Associate / Tr. Transtn Procg-Cplx Proc

Key responsibilities:

- Work with internal business partners, at various levels, to research and translate account information.
- Responsible for Validate loan details to accurately create and update accounts as appropriate.
- Monitor and update information to ensure accuracy and necessary details are maintained to reduce any associated risk to either the client.
- Responsible for provide inputs for daily reports.
- Attend quality feedback sessions to maintained quality of work.

Post Graduation Project:

- Project title : “To Study Of An Internal Audit And Its Performance In “ Swift Product Life Cycle Management Services Private Limited”
- Company : CA. Jatin Rathor And Associates Firm
- Location : Pune

Specialization:

- Finance

Technical Skills:

- MS-Office (Word, Excel, Power Point) And MSCIT
- Tally 9.0
- Typing speed 25-30 wpm with 95% accuracy

Extra Curriculum Activity:

- Certificate Course in Spoken and Business English conducted by Centre for English & Foreign Language (CEFL)
- Participated in Art, Maths and Hindi Language Competition in School

Academia

| Levels | Year of Passing | University/Board |
|-----------------|------------------------|-------------------------|
| M.B.A (Finance) | April 2016 | Pune University |
| B.com | April 2013 | Pune University |
| H.S.C | March 2009 | Maharashtra State Board |
| S.S.C | March 2006 | Maharashtra State Board |

Personal Information:

Nationality : Indian
 Date of Birth : 23th April 1991
 Languages Known : Hindi, English & Marathi
 Marital Status : Married

Place: Navi Mumbai

Mrs. Madhuri B. Gound