GANESH KASTURI

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## Summary

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adopt, at working effectively unsupervised and quickly mastering new skills.

## Skills

* Microsoft Office
* Verbal and Written Communication
* Strong Organizational Skills
  + Problem Solving
  + Critical Thinking
  + Fast Learner

## Experience

**Admin Support Staff** I BVG in NSO - HYDERABAD I 06/2022 - Current

* HR related activities like salary bills preparations of employees in Software
* Medical Bills Processing and Payments
* LTC Bill Processing, Payments to Employees
* Generate memos, emails and reports when appropriate
* Respond to questions and requests for information to Employees
* Transfer Travelling Allowance Bill Payments to Employees
* Checking of Tour Programme of all employees
* Travelling Allowance Bill Processing of All Employees

**Junior Assistant** I TSRTC ET & CCS LTD - Hyderabad I 08/2019 - 05/2022

* HR related activities like attendance and salary bills preparations of employees
* Insurance related activities like collecting documents from deceased families of the shareholder co -coordinating the payment to nominees of the deceased family.
* Front desk activities like attending query of shareholders.
* Loan activities like short term loan, education loan, and housing loan.
* Deposited activities like recurring deposit and fixed deposits.
* Settlement activities like payments to the share holders
* All these activities are related to the TSRTC employees who are the members as shareholders in the office of the society

**Process Associate** I GENPACT BPO LTD - Hyderabad I 07/2014 - 02/2016

* Analyzing the research document thoroughly and then interpreting them
* Updating of dividend information to end clients
* Analyzing the documents of Open-ended fund company
* Researching the documents of listed stock exchanges related to fund companies
* Estimating the company's performance
* Solving the problem of identification of company & broker
* Preparing reports on daily basis

**Process Executive** I INFOSYS BPO LTD - Bangalore I 06/2013 - 01 /2014

* Working with Client Clearing Group quires of Exchange Traded Derivatives
* *We* should place the trades for exchange as per trader and client request
* Preparing reports on daily basis
* Booking of the trades with help of different applications
* With client service group quires of Exchange Traded Derivatives
* Margin Movement placement based on the currencies
* Looking after for traded derivatives whether they correctly booked into client end accounts
* If any mismatch we should rectify or send mails to concern team
* Reading the research document of various company provided by various broking houses.

**'Trainee Content Analyst** I THOMSON REUTERS - Bangalore I 05/2011 - 12/2011

* Analyzing the research document thoroughly and then interpreting them
* Estimating the company's future performance
* Solving the problem of identification of company & broker
* Estimating of future based on past experience
* Publishing of various updated financial reports
* Analysis of financial statements- Income statements. Balance sheet. cash flows and Ratio Analysis based on US GAAP

# Education

Osmania University I Hyderabad I 05/2009

**Master of Business Administration (MBA):** Finance. Systems

GPA: 63.5

Kakatiya University I Warangal I 05/2007

**B. Com:** Commerce with Computer Applications GPA: 66

Board of Intermediate Education **Intermediate (C.E.C) - May, 2004** GPA: 68.3

# Strengths

* Quick Learner
* Hard worker
* Smart worker
* Flexible to all kind of Circumstances

# Accomplishments

* Achieved as a best performer of the team.
* Appreciation from the client.
* Processed The Claims as An Individual Performer.
* Trained an individual for Insurance Claim Process
* Consistently maintained high customer satisfaction ratings.

## Languages

* English, Hindi, Telugu.

(K GANESH)