# Pavithra Sudhagar

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# EXECUTIVE SUMMARY

Being a non-finance background student through my 4+ experience in banking field. I possess skills in branch banking operations, AML/KYC, retail banking and with a certificate in IB Operations from Imarticus Learning I have cultivated my knowledge related to AML/KYC, derivatives, trade life cycle, RDM and corporate actions. Additionally skilled in Teamwork, leadership, problem-solving, and decision making. Looking forward to utilising these skills in the investment banking industry.

# EDUCATION

| 2014 - 2010 | **PPG Institute of Technology**  B.Tech (IT) (80%) | **Coimbatore, India** |
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| 2010 - 2009 | **N.S. Girls. Higher. Secondary School**  H.Sc Computer science (80%) | **Theni, India** |
| 2008 - 2007 | **N.S. Girls. Higher. Secondary School**  S.S.L.C (88%) | **Theni, India** |

# WORK EXPERIENCE: (4 Years and 11 Months)

1. **Company: State Street Global Advisors (SSGA) (2022 Feb – 2022 Nov)**

Designation: Senior Associate (Expenses and Fund Accounting)

Roles and Responsibilities:

* Good understanding of financial services and investment products
* Responsible for preparing/reviewing Fund Administration related tasks (Treasury Services) - Expense Administration involving budgets and invoice preparation, Distributions, Performance and Regulatory/Board Reporting
* Prepared client deliverables related to Expense Administration involving budget & invoice preparation and accrual checks, Distributions, Performance and Regulatory/Board Reporting. To complete all tasks assigned within agreed TAT and with high level of accuracy
* Reviewed prepared work when needed, demonstrate technical expertise, and ensure that all deliverables are completed accurately and within agreed upon time
* Assisted with coordination of activities between multiple departments within State Street
* Understand risk at the operational level and comply with the risk escalation chain including timely notification of issues. Escalate all delays and issues regarding assigned deliverables timely to AM, officer and/or AVP
* To ensure effective use of automation by fully State street Applications and standard macros; make recommendations for technology and process improvements
* Ensures all controls/checklists and procedures are adhered to as well as makes recommendations for improvement
* Estimate personnel needs, assign work, oversee short term deliverables, coordinate workflow, maintain working knowledge of overall process operating model while assisting with deployment of operational changes
* Provide on-the-job training and coaching to all staff and provide performance feedback to manager for input into PPR
* Implement all standard practices, processes, tools, and technology enhancements. Participate in the research and resolution of issues
* Comply with internal, client specific and Standard Operating Procedures
* Maintain well-documented organized work papers and client files
* Provide production oversight to JV processes
* To become an essential partner with our clients – trusted, strategic and proactive
* Volunteers for ad-hoc projects and helps with last minute requests

1. **Company: Suresh Surana Associates LLP (2018 June – 2021 September)**

Designation: Senior Officer – Audits

Roles and Responsibilities: Worked on many projects with different banks

* Kotak bank & ICICI bank - KYC process & Demat accounts verification
  + Coordination of closing day mechanics and ensure all outstanding items are cleared timely
  + Verifying service request documents and dead claims are cleared timely
  + Ensure proper KYC’s control are applied
* Aditya Birla finance limited & Axis bank – Retail banking
  + Handling personal and business loan files
  + Verifying and validating mandatory check points
* Yes bank & HDFC – Branch banking operations
  + Ensured compliances of regulations and procedure in self-audit
  + Verifications of Vault cash balance, bulk stock register, LCT, GL Verification
  + Branch Registers (Key movement Register, Security stocks, Deliverables)
  + Streamlining the audit process with new audit areas and establishing new approaches for audit
  + Managed follow-up on audit results and implemented necessary resolutions

1. **Company: Barclays Shared Services Chennai (2015 Aug – 2016 June)**

Designation: BA -2, Process Advisor – UK support

Roles and Responsibilities:

* Handling Customer data
* Verification and Validation of Customer data
* Worked on process like SDIT, Dead claims
* Managing Customer portfolio and tax details

# CERTIFICATION

**Imarticus Learning (Bengaluru, India)**

* + Certified Investment Banking Operations Professional
  + Securities and Derivatives.
  + End to end Trade life cycle of Listed and OTC products.
  + Functioning of Clearing and Settlement systems.
  + AML/KYCSwaps
  + RDM

# ACHIEVEMENTS

* Awarded with the **All Rounder** of the year in N.S.G.Hr.Sec School in the year 2010
* Won first prize in the “Google apps” inter college competition
* Won state level participant certificate in Shot put
* Won Overall Championship award in Athletics division level sports

# EXTRACURRICULAR ACTIVITIES

* Sports – Volley ball, Athletics
* Class Representative, MOC Member
* Participating in event management & Volunteer in cultural programs at PPG IT. (2010-2014)

# SKILLS

* Quick learner
* Decision Making
* Flexibility
* Problem solving
* Time Management
* Team work

# PERSONAL DETAILS

* **Current Address:** Indiranagar, Bengaluru, Karnataka, India
* **Father’s Name:** Sudhagar M
* **Marital Status:** Single
* **D.O.B:** 21/September/1991
* **Languages Known:** English, Tamil, Telugu, Hindi