# KALYANI JIWATODE

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# JOB OBJECTIVE

Looking for a challenging position at an Investment Banking where I can utilize my expert analytical and financial and Accounting skills towards the development of the organization.

# KEY SKILLS

* 6 years of experience in finance-Accounts and Investment Banking.
* Good Computation skills.
* Willingness to learn.
* Good knowledge of Asset servicing and Capital Market.

**SUMMARY OF SKILLS**

* Goal oriented.
* Deadline oriented.
* Result oriented.
* Self motivated professional
* Flexible.
* Problem solver.

**PROFESSIONAL EXPERIENCE:**

* Working as **Senior Financial Analyst** at **Shree sales Corporation**  since **March** **2020** to till date.
* Worked as **Financial Analyst** at **Wipro Credit Suisse** Ltd. Pune Since ,**May** **2014** to **Jan** **2017**.
* Worked as **Accounts And admin Incharge** at **Maharashtra Electronics corporation** since **July 2012** to **April 2014**.

# ROLES AND RESPONSIBILITIES :

**Eclerx Services Limited ,Pune**

**Since March 2022 to till ddate.ket**

# Shree Sales Corporation, Pune .

**Senior** **Financial** **Analyst**

# Since March 2020 to March 2022

# Key Result Areas:

* Looking after the activities related to Cash Deposit, Cash Tally, etc.
* Dealing with billing & accounting operations and entering data & maintaining ledger in Tally ERP 9.0
* Heading & supervising a team of 4 personnel.
* Preparing quotations and handling accounting procedures.
* Maintaining balance accounts transactions of customers.
* Generating balance sheets and ledger accounting of all accounts.
* Recording all expenses accounts of outlet like Credit Card Sale Accounts etc.
* Interacting with customers and preparing quotations regarding the product purchase & selling.

**Wipro Technology Ltd (Credit-suisse Pvt. Ltd) Pune.**

**Financial Analyst**

**Since May2014-Jan 2017**

**Corporate Action ,Dividend Accruals and Prime Brokerage Asset servicing:**

**Key Result Areas:**

* Looking after process activities related to mandatory corporate action Team includes dividends processing of PBAS, on sights and oversight reports etc.
* Functional exposure in handling corporate action /dividends and Optional events.
* Daily BAU activities, includes reconciliation i.e. RD+1 processing, Pay date Processing, making Reports includes Ex-date report for SBL rates, Client Money report, DBAL report, D-Pal Report for Pay date processing, Hold Report for EOD, and other reports which are required for events processing.
* Working on Intellimatch 9.1 to reconcile our position with agent bank and following up with agent bank for unresolved breaks.
* Overall exposure of Process migration of Prime Brokerage asset Servicing.
* Investigate reasons of breaks and differences in statements and follow up for breaks identified with agent bank or onshore team providing solutions for resolutions of open items.
* Identifying and resolving issues encountered related to shares missing from entitlement, tax rate issues, and wrong compensation from agent.
* Releasing accruals on Pay date to provide correct P&L and borrow charge calculation on accruals for stock loan desk, also accruals calculation for pending trades and position held at custodian or agent.
* Familiar with Various application NTPA, Business object, Vista plus, DTC, Markit, ICS, global one etc.
* Preparing Nostro reports to identify position which are open and needed to be cleared.
* Research and process corporate action on all securities administrated by Company.
* Working on Optional event on Pay date on PBAS and on Pay date -1 on Dividend accruals Reconciling the Position of cash and stock.
* Processing end to end activity of an event including EX date -1.Payments date ,Payment date+1, Training People in the Team for the flow of funds and overview of Process.

**Cash Equity Trade Support** (**Reconciliation**):

* Responsible for Monthly Reconciliation of soft dollar Commission on Equity,Fixed Income ,Derivatives, trades between clients data and bank records.
* Validate the several criteria such as TD/VD,ISIN/sedol/ticker,Quantity,price(CPS/BPS)Also validate the cross border/interrogational trades.
* Check the validate the reconciliation in as per MIFID II.
* Ensuring that all soft commission goes according to commission sharing agreement/ and Proceed the Payment once agreed by client as per client rate card.
* Responsible for researching on deviation in soft commission ,checking and updating the rate card and setting the correct Comm. Rate in system.
* Confirm MTD/YTD balances with clients/Aggregator under commission sharing Agreement/client commission allocation.
* Responsible for all queries from client,CS Desk,Payment Team and onshore Team.
* Issuing Invoices to clients for research services rendered and maintaining Track records.
* Preparing of SOP,maintaining the checklist,Key Risk Indicators and Key Performance Indicators to avoid errors and meet the agreed SLA.
* Give inputs to the development team for U.A.T testing along with support team and report bugs.

# Highlights

* Steered efforts in strategizing process to handle client's queries and resolving issues with TAT.
* Appreciation of handling more work than previous work which is helpful for getting more knowledge.
* Rewarded with 4\* rating in quarterly appraisal of an organization.

# Since Jul’12 to May2014

# Maharashtra Electronics Corporation, Pune as Accounts In-charge.

# Key Result Areas:

* Looking after the activities related to Cash Deposit, Cash Tally, etc.
* Dealing with billing & accounting operations and entering data & maintaining ledger in Tally ERP 9.0
* Heading & supervising a team of 4 personnel.
* Preparing quotations and handling accounting procedures.
* Maintaining balance accounts transactions of customers.
* Generating balance sheets and ledger accounting of all accounts.
* Recording all expenses accounts of outlet like Credit Card Sale Accounts, Sodexho Card Accounts, etc.
* Interacting with customers and preparing quotations regarding the product purchase & selling
* Providing finance approval & consumer loans from Bajaj Finance to the customers.

# Highlights:

* Steered efforts in strategizing process to handle client's queries and resolving issues with TAT
* Handled 1 lakh worth budgets per day
* Appreciation of handling more work than previous work which is helpful for getting more knowledge.

# ACADEMIC DETAILS

2012 PGDM (Finance & Marketing) from International Institute of Management Studies, Pune, University; Secured 70%.

2010 B.Sc. (Microbiology) from Janata Mahavidyalaya, Chandrapur Nagpur University.

2007 12th from Janata Mahavidyalaya, Chandrapur, and Nagpur board secured 62%.

2005 10th from Lokamanya Tilak Kanya Vidyalaya, Chandrapur, and Nagpur board secured 58%.

# Other Credential:

* Basic MSC- IT from DTP Institute, Chandrapur in 2008.

# INTERNSHIP

**Organization:** AXIS Bank, Chandrapur

**Project:** Banking Facilities with the Focus of Priority Banking

**Period:** May’11 – Jul’11

# Role:

* Studied Mutual Fund process with respect to end consume.
* Carried out cold calling / Pre-sales process for systematic investment of funds for investors in corporate & environmental sector.
* analyzed escalation pattern and resolved queries of high-end customers.

# Key Learning:

* Learn about the:
* Internal process of operations in a bank
* Benefits & profits of ‘Priority Banking’ – primary product of AXIS Bank
* Methods to open different accounts in the bank
* Creation of process building of financial planner for the branch.

# Findings:

* Generated awareness as a research program for priority banking and submitted research on the same
* Carried out customer satisfaction survey related to quarterly balance e-statements and sent to the concerned person

# Suggestions:

* Provided a valuable suggestion to implement Priority Banking for all age group end customers and preferably to old age people to overcome their difficulty in coming to the nearest branch location.
* Promoted the products at greater pace with varied ideas for gaining larger customer base.

# TRAINING

* Attended SAP FICO Training (End user )Module from Akshar Institute, from IIMS College Pune in 2012 .

# EXTRAMURAL ENGAGEMENTS / OTHER ACCOLADE

* Adjudged as Best Singer in Singing Competition held at Chandrapur at Janata Mahavidyalaya in year 2009.
* Actively participated in various Singing & Dancing Competitions.

# IT SKILLS

* Well versed with Tally knowledge, MS Office, MS Dos, MS outlook, MS excel Windows 2000 / 2007, SAP FICO (End user )Module ,MS PowerPoint,VBA,Macros, Data modeling,SQL certified.

**PROJECTS**

* Used Data warehouse and Applications at an Investment Banking projects of an Prime Brokerage to view clients transactions, positions and risk etc.

# OFFICE TOOLS

# DTCC,CDS (cash Dividend System),Intellimatch 9.1,Global clearance,Markit,Data warehouse, Bloomberg, GSR,AMH(swift reports) and other Database applications.

# PERSONAL STRENGTHS

* Ability to plan, organize and keep going when things difficult.
* Debugging and tracing skills for the issue.
* Innovative and Assertive and Hard work.
* Strong Interpersonal skills.

# OTHER PERSONAL DETAILS

Date of Birth: 7th February 1990

Address: C/o M.s Mohite, Flat no 7, B/2 wing .Yashodevi Avenue, Pimple saudagar Pune-411027 Languages Known: English, Hindi, Marathi and Japanese

Location Preference: Pune,Nashik.