**PULLA MOUNIKA**

|  |  |
| --- | --- |
| **email:** [pulla.mounika@gmail.com](mailto:pulla.mounika@gmail.com)  Flat No703, K Tower,  Microtek Greeburg,  Sector 86  Gurugram, Haryana.  **Tel**: +91**-**7032712040 |  |

**Career Objective**

To associate myself with an organization that provides a challenging job with equal opportunity to prove my skills.

**Work Experience**

**Organization**: Invesco Asset Management (India) Private Limited

**Profile**: Asset Management Company (Mutual Funds)

**Experience**: 19 Months

**Role**: Client Administration Representative

**Core Areas of Responsibilities:**

* Analyze and process mutual fund shareholders' written requests. Clients supported include internal customers, financial intermediaries and individual shareholders. Analyzing transactions ensuring items are in good order with respect to regulatory and procedural guidelines. Processes incoming mail requests including, but not limited to; new accounts, purchases, transfers and maintenance.
* Performs a detailed evaluation of inquiries and rejected transactions, takes appropriate action for each item and monitors the quality and timeliness of resolution so that it meets departmental standards.
* Works with other departments when necessary to resolve items
* Records comments on items with regards to research performed, financial and non-financial transactions processed and to provide an accurate and clear audit trail
* Acts in a professional, timely, and empathetic manner to written inquiries from internal and external clients.
* Stays current with all products, fund changes, fraud warnings, regulatory changes and all other policy and procedure changes that impact responsibilities of the position
* Processing Redemption Applications
* Establishing Employer based accounts and providing automation access to the employer.
* Updating the Client profile with respect to Beneficiaries’, Power of Attorneys’ and Bank Credentials.

**Achievements:**

* Trained and mentored new hires within 1 year of joining
* Received Standing Ovation 3times for meeting daily target without errors and being active in the queue.

**Academic Credentials:**

|  |  |  |  |
| --- | --- | --- | --- |
| **MBA(Finance)** | AV College of Arts Science and Commerce | 6.24 | Jul-2021 |
| **B. Tech (CS&IT)** | Vaagdevi College of Engineering, J.N.T University, Hyderabad. | 61.3% | May-2013 |
| **Intermediate(M.P.C)** | Sri Chaitanya Mahila Kala Shala, Hyderabad. | 82% | June-2009 |
| **SSC** | SR National High School, Warangal. | 81% | April-2007 |
|  |  |  |  |
|  |  |  |  |

**Profile Summary**

* Postgraduation in Masters of Business Administration (Finance) and Engineering in Information &Technology
* Proficient Knowledge on Wealthmanagement, Investment banking products and good finance knowledge.
* Good working knowledge of MS Excel and MS office
* Self-motivated individual with good communication and organizational skills
* Enthusiasm to learn new things

|  |
| --- |
|  |

**Personal Information**

|  |  |  |
| --- | --- | --- |
| **Date of Birth** | : | **02-10-91.** |
| **Languages known** | : | **English, Hindi& Telugu** |
| **Address** | : | Flat No703, K Tower,  Microtek Greeburg,  Sector 86  Gurugram, Haryana. |
| **Marital Status** | : | Married |

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief

Date: 28-06-2023

Place: Gurugram

**(MOUNIKA PULLA)**