SNEHA S SALVE

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**FINANCE MANAGEMENT GRADUATE WITH 9+ YEARS EXPERIENCE IN FINANCIAL SECTOR INCLUDING 3 YEARS OF EXPERIENCE IN FUND ADMINISTRATION AND ACCOUNTING, RECONCILIATION AND FINANCIAL PLANNING & ANAYSIS 2 YEARS, WEALTH MANAGEMENT 2 YEARS, ACCOUNTS- R2R, P2P & O2C**

Looking to Explore managerial opportunities across Finance Sector/ Financial Market with a view to add further

value to the company and foster growth in various terms

**SYNOPSIS:**

 MMS(PGDM) graduate from Institute of Management and Computer Studies Thane.

 Possess interest in Financial Markets and finance sector and looking forward in understanding of managing banking and finance services.

 Optimize resource utilization and manage day to day project activities in compliance to delivery schedules.

 Efficient Team Player, combining communication, interpersonal and problem solving skills with analytical, decision making and leadership capabilities to enhance organizational objectives.

Core Competencies:

 Cash Reconciliations  Wealth management

 Cash settlement operations  Fund administration

WORK EXPERIENCE

Accenture Operations : **Jan 2017 to till date**

Designation: Team Leader

Job Role: **Reconciliation and Cash settlement Analyst**

* Reconciliation of daily/monthly/weekly/quarterly transaction of cash accounts
* Identify and Research customer based on information available on bank portals such as JPMC, SCB, CITI, DB etc. for various region like APAC, MEA, EUR, NAM, LAC.
* Work closely with client for their cash settlement operating activities and review payments made by customers.
* Identification and cash application of customers including FX trades, Interest income, bank charges etc. and applying the same in Oracle Financials
* Auditing reports before delivering to onshore client and making sure they are in line as per the requirement.
* Reporting of Currency fails transaction and daily gains report using Apro Banking gateway application.
* Preparing Bank to GL report, Due to Due and summary report of fails above threshold.
* Manual creation of Journal entries and receipts in Oracle Financials

Job Role: **Financial Planning Analysis SME**

* Prepare Monthly P & L data to Business Units for North America region
* Coordinate and work with SMEs on preparation of the financial forecasts and budgets including loading into Hyperion for North America region
* Preparing monthly Debit Balance Transfers between two Vendors with the different regions
* Vendor setup management

Job Role : **Quality Analyst**

* Training, reviewing and delegating work to the team members.
* Preparing RCA’s on the basis of report reviewing and giving constructive feedback to the team members
* Preparing DTP/SOP, OE documents

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| **Achievements at Accenture:** | |
| * Got promoted to Quality analyst and then To Team lead * Multiple Rewards and recognitions |

Capita Asset services: **Aug 2014-Jan 2017**

Designation: Mutual Fund Administrator

* To provide on a daily basis, accurate and timely fund valuations and pricing.
* Reconciling the custody accounts for the period for which the Net Asset Value has to be calculated as per the fund prospectus and client procedures.
* Accruing income and expense along-with passing of necessary accounting entries with the help of applications like Bloomberg, Reuters etc.for the period for which the Net Asset Value (NAV) is being determined as per the fund prospectus and client procedures.
* Processing and Validating Corporate actions with the help of Bloomberg terminal
* Check if any new security needs to be set up and send the information to the setup team based upon the findings
* Ensuring underlying holdings held by the portfolios under administration are correct.
* Validating OEIC and Unit Trust Fund prices within the SLA deadlines and distribute internally and externally.
* Produce condensed Trustee/Depositary Reporting packs for Unit Trusts and OEICs (possibly unauthorized unit trusts and exempt funds).

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| **Achievements at Capita:** | |
|  | * Got promoted to Senior Associate * Multiple spot awards * Active participation in sports and other Events |

**PAST ASSIGNMENT (INTERNSHIP)**

**TATA Housing** (Mumbai Area) as summer trainee from May 2013 – July 2013

**Project Topic**: Benefit Analysis of CSR Activity at TATA Housing

**Brief**: Study of cost benefit analysis of CSR activities done by TATA and survey was carried out to know the business benefit to TATA housing

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|  | **EDUCATION**   * **MMS in Finance** from Institute of Management And Computer studies 2014 with 1st class ➢ **Bcom(Bachelors of Commerce),** Mulund College Of Commerce 2012 with 72.85 %. * **HSC from** Mulund College Of Commerce 2009 secured 68.17%. ➢ **SSC From** Shrirang Vidyala, Thane 2007 Secured 77.23 % |
|  | **CERTIFICATIONS** |
|  | MS-CIT 2013 with 94% marks |
|  IOC CISI level 1 - 2014 | |

**PERSONAL DETAILS**

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|  | **Date of Birth**: | 2nd March 1992 |
|  | **Languages Known**: | English, Hindi, Marathi |
|  | **Reference**: | Available on Request |
|  | **Marital Status**: | Married |