**Akanksha Dubey**

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**Financial Analysis, Operations, Client Reporting, Reconciliation, Investment Compliance, Resource Management & Training Expert**

Expertise in Financial Analysis, Operations, Client Reporting and Client Relationship Management, Client Communication, Credit

& Investment Compliance, a dynamic, performance driven, process oriented, multi-task professional with over **4 years** of

experience towards financial planning and analysis, investment compliance, reconciliation, team leading and successful delivery

in Financial Services and Operations segments

Proven skill in addressing critical issues and influencing change with sound Financial Market knowledge

Excellent interpersonal, communication, quantitative, analytical, financial, organizational skills and expertise with demonstrated abilities for smooth functioning of the organisation business

**CORE COMPETENCIES**

*Financial Analysis Client/Performance Reporting Investment Compliance Accounting Management*

*Reconciliation Competition Process Improvement Team Management*

*Training & Development Technology Driven Attention to Detail Problem Solver*

**ACHIEVEMENTS**

* Awarded Star Performer of the Month in R&R Program in AXA
* Received multiple appreciations from Leadership and Clients for assignments successfully completed and maximum productivity every month
* Certified Train the Trainer for Process Training in WNS

**PROFESSIONAL EXPERIENCE**

***WNS Global Services Pvt Ltd, Pune***

***Senior Associate Operations (April 2018 to June 2022)***

* Accountable for Financial Analysis, Credit Process and Client Reporting activities
* Managed work allocation, worked as an acting Team Lead and assigned work to ensure all tasks are performed as per SLA’s
* Responsible to produce high quality/timely reports and updated/checked reporting materials and fund profiles
* Drafted and maintained documents, procedures and compliance for reporting processes
* Partnered with on shore clients, stakeholders, ensured follow ups, smooth working and client satisfaction
* Instrumental in process trainings and handling related queries

***AXA Business Services (India) Pvt Ltd, Pune***

***Financial Associate – Financial Services Operations (July 2016-March 2018)***

* Managed Financial Analysis and Client Reporting and Relations
* Addressed critical issues and influenced change with sound Financial Market knowledge
* Partnered with Management, Clients and Stakeholders for reporting and progress updates and transited custom reports from sales associates
* Instrumental in reconciliation, audit process as per relevant requirements and quality checks of brokerage statements and monthly reporting accounts in MRS
* Partnered with Management, Clients and Stakeholders for reporting and progress updates
* Calculated/managed yield, inception value and market value for existing and new accounts
* Imparted process training, handled queries for new joiners, ensured all tasks are performed as per SLA’s and managed follow ups

**ACADEMIA & TECHNICAL EXPERTISE**

* Masters in Finance & Human Resource, Amity Global Business School (Amity University), Pune (2016)
* Masters in Commerce, Rani Durgawati Vishwavidhyalaya, Jabalpur (2014)
* Proficient with - **AB Advantage, Heart of gold, BOSS, BTS, PMS, CRSI, ZAC, Zues, Validus, MID, MRS, GenZ, ZM, Verify and brokerage utility Tools**

**PERSONAL BRIEF**

* Date of Birth: 12th May, 1990
* Languages Known: English and Hindi
* Address: Tower # 37, Flat # 2401, Amanora Adreno Tower, Hadapsar, Pune 411 028