**RESUME**

**Y.Varalaxmi**

**Mobile number-9844971895**

**E-Mail-varalaxmiv@hotmail.com**

**JP Nagar,Bangalore- 560076**

**WELLS FARGO ////**

**Current Designation: Securities operations specialist**

**Level 2**

**Duration- 2020 April 6th to Till date.**

**Client maintenance team,**

* Updation & approval of cash & non cash accounts in staging.
* Cross verification & validation of accounts submitted by clients
* Gloss application approvals & activation
* Closure of accounts according to client requests.
* Creating LIQ accounts as per client requests
* Building SSI instructions in Calypso application.
* SOD & EOD updations to management
* Reporting application issues to concerned teams.

**DEUTSCHE BANK ////**

**Designation: Senior Financial Analyst.**

**Duration- OCT 2014 to FEB 2020.**

* Reconciliation of Trades between Exchange Vs broker, Exchange Vs GMI on T+1
* Interacting with UK & US client services team through mails & calls.
* Reconciliation of cash, trade & positions of Listed Derivative products.
* Reconciliation of Cash difference of settlement process of option & Future trades
* Posting vouchers on cash breaks when trade gets settled in GMI with difference in settlement price in Exchange & client accounts.
* Maintaining check list & reconciliation reports on daily basis.
* Training of new joiners in a team about reconciliation procedures for different regions.
* Participating in Corporate social responsibility activities.
* Preparation of Audit samples & proofs for Audit purposes.
* Resolving Transport & mobility issues for PWD employees.

**Projects Handled.**

* Migration from GMI to FSIP & DUCO of listed derivative products.
* Resolution & reconciliation of trade commissions, fees through posting to respective client accounts for the services rendered through bank.
* Dealing with Monthly expiry process of Listed Derivatives.
* Resolution of Trial Balance Breaks which hits Bank P & L account.
* Dealing with foreign Exchange process to facilitate clients to trade according to their currency.

**BANGALORE ONE ////**

**Designation: Manager**

**Duration: From Dec 2011 to Oct 2012.**

* Maintaining records of separate departments & services.
* Preparation of check list.
* Communicating with customers.
* Attending meetings & seminars.
* Conducting interviews.
* Sending mails & interrogating with concerned officers for issues.
* Providing different types of services to customers.

**AMARESHWARA AGENCIES///**

**Designation: Accountant**

**Duration: From Mar 2007 to April 2008**

* Writing cheques and invoices
* Day to day cash transactions
* Sales & purchase receipts.
* Reconciliation, billing, invoicing.
* Preparing price list & Quotations.

**APTECH.YUVA.COM ////**

**Designation: Tally Faculty.**

**Duration: From Feb 2006 to Mar 2007**.

* Tally 6.3, 7.2,9 & ERP 9.
* Preparation of groups & ledgers.
* Entering receipts, payments & contra vouchers.
* Consolidation of accounts .
* Preparation of Income & Expense account & Balance sheet.

**CERTIFICATION COURSES////**

**COMPUTERISED ACCOUNTING**

* Tally ERP 9.

**ACCOUNTS & HR TRAINING**

* PF & PT calculations.
* Payroll Processing.
* Preparing payslips, vouchers etc.
* Filling forms for different requirements.
* Computation of salary.
* Labour laws.
* Commutation of VAT, SALES TAX & CST for commodities.

**COLLABORATIVE TRAINING IN INTERNATIONAL BANKING ////**

**SERVCES & OPERATIONS**

* Attended stratadigm training on International banking services & operations, September 2014.
* Gained knowledge of Listed derivative products, Bonds & OTC products.
* Complete Knowledge of differences between OTC & Listed derivative products.
* Knowledge of Trade Life cycle & Capital markets.

**ACADEMIC QUALIFICATION**

* Master of commerce 2005.
* Bachelor of commerce 2002.

**PERSONAL STRENGTHS**

* Team management, training & Leadership skills.
* Administration skills.

**DECLARATION**

I hereby declare that all the above details are true to the best of my knowledge and belief.

**Place: Name : (Y.Varalaxmi ) Your’s truly**

**JP NAGAR, Bangalore Y.Varalaxmi**