



## RIYA GUPTA INVESTMENT ASSOCIATE

**Summary:** Finance professional with 5+ years of experience in investor relations, portfolio analysis, and financial reporting. Skilled in fund performance tracking, market research, and stakeholder communication. Strong background in due diligence and risk assessment across various asset classes.

### WORK EXPERIENCE

<b>Apollo India Services</b>	<b>INVESTMENT ANALYST - ISGI</b>	DEC'24-CURRENT (2 month)
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**Investment Associate** – (Dec'24 – Present)

➤ **Portfolio Management:**

- Analyze liquidity, solvency, and GAAP positioning in collaboration with Portfolio Managers (€5B) to ensure financial stability
- Monitor daily trade activity, portfolio allocations, and reconciliations, ensuring accurate investment tracking (~ 15 monthly reports)
- Support the risk team with asset modeling parameters, contributing to investment structuring and decision-making (DV01, CS01, Margins etc.)

➤ **M&A & Asset Due Diligence:**

- Contributed to a €60B M&A transaction, overseeing asset due diligence, risk assessment, and balance sheet analysis to support investment decisions.
- Analyzed round 1 and round 2 competitive offers, evaluating risk-adjusted returns and financial viability of the deal
- Prepared a comprehensive investment presentation for CIO, providing insights on financial performance, asset valuation, and strategic opportunities

➤ **Investor Communication & Strategic Insights:**

- Assist in creating marketing and due diligence materials for investor presentations
- Maintain awareness of market best practices, regulatory requirements, and industry developments in alternative credit
- Respond to investor queries by providing data-backed insights and performance updates

**Investment Analyst** – (Mar'22 – Dec'24, 2.8 years)

➤ **Data Management & System Enhancements:**

- Oversee balance sheet and fund data management, ensuring accuracy and regulatory compliance.
- Support system implementations and UAT testing for process automation in investor reporting
- Assist in audits by preparing documentation, maintaining approval workflows, and ensuring compliance.

➤ **Stakeholder Engagement & Cross-Functional Collaboration:**

- Engage with senior management, board committees, and investors, providing strategic insights and performance analysis.
- Collaborate with internal teams across finance, risk, legal, compliance, and operations to ensure consistent fund reporting.
- Contribute to corporate-level AUM (~€45B at 18bps fees) tracking and fee calculations, ensuring financial accuracy

<b>JPMorgan India Services</b>	<b>FINANCIAL ANALYST</b>	MAR'20-MAR'22 (2 years)
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➤ **Expense Allocation-**

- Worked in the allocations department of the corporate Investment banking line of business
- Continuous reciprocation from overseas clients mainly Argentina, US and the UK
- Brainstorming projects involved building reports as per the client's requirements and analyzing numbers for daily reporting
- Presentation of data using Tableau and Power BI
- Focusing on modernization and automation to make time-consuming monthly

<b>J.P.MORGAN INDIA SERVICES</b>	<b>SUMMER INTERNSHIP</b>	APR'19-SEPT'19 (0.5 year)
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- Forecasting expenses
- Enhancement of an existing tool and automating running reports
- Got the opportunity to work with experienced leaders and professionals.

### CONTACT:

- [gr571997@gmail.com](mailto:gr571997@gmail.com)
- +91 97129 43827
- [LinkedIn Profile](#)

### CORE COMPETENCIES:

- Data Analysis
- Client Reporting
- Investor level Presentations
- Capital & Money Markets
- Due-Diligence
- Valuation Reconciliation
- Investment Management Planning

### TOOLS:

- Power BI
- SQL
- Micro-Strategy
- Tableau
- Alteryx
- Duco - Recon
- MS Office

### EDUCATION:

- MBA** –  
2<sup>nd</sup> Ranker,  
Symbiosis International  
University – 2018-2020
- B.Com** –  
BFSI,  
Ahmedabad University –  
2016-2018
- Inter CA-**  
ICAI - 2016

### INTERESTS:

- Geo-politics
- Running
- Reading
- Brand enthusiast
- Poetry