

Srinivas Yadav Buddala
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WORK EXPERIENCE

CITCO, Hyderabad

2022 - Present

Operations Analyst: Hedge Fund accounting and Reconciliation department

- Migrated clients and Process from Canada to Hyderabad Branch in a pilot batch.
- Performing Reconciliation for the outstanding exceptions in BRM & CITCORECS.
- Research and resolve exceptions, reconciling incorrect transactions and issues.
- Daily fund process and fund accounting activities, Generating NAV reports.
- Expertise in posting accrual entries in fund accounting, ensuring accurate representation of financial transactions and adherence to accounting standards.
- Posting GL entries for client books in AEXEO application to clear broker side breaks.
- Working on Matching of transaction on TLM and CITCORECS to clear the outstanding breaks.
- Responsible for booking failed trades by checking the knockout files and creating the valid TID'S based on security description.
- Acted as a primary point of contact for clients, addressing inquiries, resolving issues, and managing expectations in alignment with SLA commitments.
- Collaborated closely with cross-functional teams to monitor and track performance against SLAs, identifying areas for improvement and implementing corrective measures.
- Working knowledge on various applications such as TLM, AEXEO, TIBCO.
- Training & mentoring new team members creating the backup for all the clients.
- Developed and documented standard operating procedures (SOPs) to ensure consistency and facilitate knowledge transfer within the team.
- Collaborated with auditors and assisted in the completion of annual audits, ensuring adherence to accounting principles and audit requirements.
- Monitoring of Automated trades through different applications and worked with the support team to resolve issues if any with flow of trades on downstream applications

Megha Engineering & Infrastructures Ltd, Hyderabad

2021-2022

Audit Executive: Internal Monitoring and Assessment Team (IMAT)

- Auditing and Assessing of Capital and Revenue Expenditure Bills.
- Audited invoice processing and thereby reducing overpayments.
- Carefully scrutinizing the ledgers if any error detected in case of overpayments.
- Revenue Audit
- Verification of client agreement and payment terms.
- Checking Retention amount received periodically as per agreement.
- Checking the price variations in escalation clause.

Sriven Financial Solutions, Hyderabad

2018-2020

Accounts & Audit Executive

- Accounting & book keeping.
- Filing of Income Tax returns, ROC Returns.

SKILLS

- Having Knowledge about Corporate Actions; Private Equity, Mutual funds, Hedge Funds, Derivatives, Futures & Options, Foreign Exchange Markets.
- Working knowledge of Tally ERP, Focus Software and Office Suite

EDUCATION

CMA Intermediate Under ICMAI with 51%

B Com (General) under Acharya Nagarjuna University with 53%

10+2 under Intermediate Board AP with 86%

SSC with 92%

I hereby declare that the facts given above are correct to the best of my knowledge.