**Srinivas Yadav Buddala**

**Seetharamapuram, Payakaraopeta, Visakhapatnam**

**Srinvasyadav.buddhala@gmail.com**

**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 kickout 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.