

Shivani Puranik

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Seeking a career

To continuously enhance my skills and knowledge through dedication, honesty and hard work and utilize them for Organizational & Personal growth and to secure a challenging position where I can effectively contribute my skills.

Work Experience

Company: Eclerx

Duration: 13th May 2013 - 5th June 2015

Role: Financial Analyst

Key Skills

- Addressing multiple client queries.
- Managing multiple desk accuracy.
- Handling daily updates with client.
- Awarded with Certificate of appreciation for consistent good performance.

Roles & Responsibilities

- Handling Chasing & Matching/Resolution part in Equity Derivative Paper Confirmations process.
- Affirming trades with Counterparties at T+1 to meet regulatory timelines.
- Dealing with Dealers/Broker/Clients to get confirmations executed on Timely basis to achieve monthly targets.
- Liaising with Front office/Middle office to check booking accuracy of trades done between counterparties.
- Resolving Economic/Language disputes by negotiating with Middle office/legal support on client end.
- Providing quicker resolution to counterparties on economic/language discrepancies.
- Achieving monthly targets by quicker execution of trades.
- Dealing with Clients/Counterparties on calls to get trades executed on priority basis.
- Preparation of Dashboard/ Weekly reports within stipulated period of time.

Company: Datamatics Global Services Ltd.

Duration: September'2010 - November'2012.

Role: Accounts Process Executive

Key Skills

- Accounts Payable Processes & Management.
- Accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.
- Managing the accurate and timely processing of up to 20,000 invoices (1M) per month.
- Addressing escalated issues from Buyers and vendors regarding accounts payable.
- Corporate Accounting & Bookkeeping.
- Vendor Negotiations & Management.
- Preparing Spreadsheets & Accounting Reports.
- Team Co-ordination

Roles & Responsibilities

- Handling Invoice Processing in SAP for Two Projects- PEARSON & TRW.
- Work in SAP & EPM (E-payables Manager) software.
- Handling multiple desks within short span of time.
- Training Abilities.
- Trained IBM Team for Transmission of Project (for 1 Month).
- Dealing with client visit and presenting live process demonstration.

Education

Post Graduation Diploma in Business Administration in Finance (2013)
Symbiosis Institute of Business Management, Pune (SCDL)

Bachelor of Commerce (2010)
B.Com (Gokhale Education Nasik Society, Pune University)

Certifications

Certification in CCC (Basic Computer Application Knowledge).
CIA+ (Industrial Accountant Course) from ICA- Institute of Computer Accountant.

Competencies

- Effective communication & Presentation Skills
- Strong Analytical insight
- Time Management
- Goal setting

