**GANGA HARIBABU REDDY**

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\***Objective:**

Looking for a position that will build on my skill and provide me ample scope for growth and contribute to the Organization’s goals, by effectively using the conceptual skills and knowledge through education & work experience.

**\*Experience Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Company** | **Designation** | **From** | **To** |
| Syntel Pvt Ltd | Team Leader | July13 | Jan14 |
| BNY Mellon International Operations Ltd | Analyst | Oct08 | Jun13 |
| WNS Global Services Pvt Ltd | Associate | June07 | Sept08 |

* **6.8 years experience in Accounting, Reconciliation, Financial Reporting, Data Analysis, MIS Reporting, Securities Pricing, Market Researced,Fund Accounting & NAV calculations.**
* Sound knowledge of Reporting tools like Business Objects and MS Office.
* Experience in mapping client’s requirements & transitioning processes for business excellence & achieving maximum customer satisfaction.
* Process Management, Quality improvement.
* Smart-working, dedicated, career oriented, positive approach towards work and fast learner. High believer in accomplishing the work based on “Right At First Time”.

\*\*\* **Career Highlights:**

**\*\* State Street Syntel Services Pvt Ltd.** - ( From July 2013-Feb2014)

\***Corporate Title – Team Leader**

\***Responsibilities:**

* Calculating NAV on daily basis & disseminate directly in NASDAQ server.
* Deliver high quality service to customers by accurate, timely completion of all assigned tasks and requests for information.
* Ensure Valuations are completed in an accurate and timely manner.
* Organize workload and Team members in an efficient and effective manner
* Work closely with Manager on various processes / projects
* Ensure all fees / expenses are accrued on time.(Calculation of variable expenses and expense movement is in appropriate manner with comparison of TNA)
* Reviewing of CART (Corporate Action Reconciliation Tool) i.e. actions are booked in proper manner and ties with secondary source (BLOOMBERG- CACS, ICN & DES)
* Reviewing impacting trades i.e. verifying the trade prices with the Bloomberg data. (HCPI, QR, QRM, ICN & DES)
* Reviewing Dividend Re-investments and applying those to calculate the Dividends and booking the trades for the same(BLOOMBERG- DVD,DES & ICN etc)
* Verifying the FDFD (US Federal funds Interest rate) and applying the same to calculate the Interest loan expenses.
* Reconcile all queries in a timely, accurate and appropriate manner.
* Manage any potentially difficult situations which may impact on the clients by developing a close working relationship with client / client facing contacts.
* To proactively and effectively establish a level of client knowledge ensuring all requirements is met and allow the team build the relationship further.
* Proactively seek to identify and improve current core procedures.
* Continuous improvisation of client reporting.
* Provide objective and regular feedback to team members.
* Manage the team in order that all deadlines are met in an efficient manner.
* Perform tasks of defined processes or procedures and check for errors. Ensure procedures in relation to all tasks are adhered to, including daily NAV Pack reviews, and ownership of the monthly control process and fund checklists.
* Support the implementation of business plans

\*\*\* **Career Highlights:**

\*\***BNY Mellon International Operations (India) Pvt Ltd**. - (From Oct 2008-June 2013)

\***Corporate Title – Analyst**

\***Responsibilities:**

* First point of contact in the absence of Team Leader.
* Heading the DSS(Decision support system)
* Data Mining, Predictive Analytics.
* Conducting & evaluating presentations by team members.
* Portfolio Valuation of assets under custody within the Mellon sub-custodian network.
* Analyzing swift messages received from Sub- Custodian & reporting to Fund Manager on the discrepancies.
* Analysis: - To decide the best price for securities on the basis of price research done.
* Responsible for collecting market data & evaluating information from diverse market sources.
* Analyzing qualitative & quantitative information to support & review new decision making system.
* Creating & producing market research reports on specific markets.
* Making recommendations to senior manager based upon research findings.
* Work with external data suppliers regarding data accuracy & integrity.
* Preparing and analyzing the reports for 10 different Line of Business of BNY Mellon.
* Preparing daily, weekly and monthly operational statistics, management information packs and other ad-hoc queries to strict client deadlines, ensuring that the business and the client are aware of all operational transactions.
* Assisting Managers/Sr Managers, through an agreed process, take responsibility for and deliver any ad-hoc reporting or analysis requests that may arise, using existing report results.
* Designing reports for new process by understanding the requirement of the Sr Management.
* Interpret relevant operational MI reports to ensure the control of business activities. Using the Periodic Review Packs and Dashboards, advise Operational Management on volume changes across key KPIs that have occurred against previous campaign reports, identifying what is causing the changes and what can be done to rectify and improve the situation.
* Evaluate new client MI work requests (change control) and makes decisions on the development time required to build and test new reports prior to implementation. On a continual basis, proactively provide suggestions to the Sr Management on required changes to the reporting requirements that will improve the use and longevity of the report (relevant / meaningful metrics).
* Analysis: - To compares with previous reports to identify if any changes to KPI’s / response rates / increases in account volumes have taken place.
* Preparing the Procedure Manuals and the Standard Operating Procedure for the teams.
* Always take initiative and focused on completing allotted work Right at First Time.

**\*Achievement:**

* Successfully developed & implemented (Kizen Wave Idea) resulting in saving of 2 FTE.
* Promoted as analyst as a reward for achieving zero error target & continuing the same thereafter.
* Prepared Macros for process improvement.

**\*\*WNS Global Services Pvt Ltd, Pune** (From June 2007-Sep 2008)

\***Corporate Title – Associate**

**\*Responsibilities:**

* Preparation of Balance Sheet Account
* Reconciliations in Local & Global currencies
* Month end closing and reporting
* Preparation of journal entries
* Preparation of Dashboards for external & internal reporting
* Preparation of P&L analysis and make necessary adjustments entries
* Responsible for Fixed Assets accounting, GL Posting /JE Finalization.
* Reconciling the Banking & General Ledgers.
* Other administrative functions.
* Preparing Statutory Compliance and Management Reporting.

**\*Achievement:**

Successfully Migrated, Implemented & executed the process from United States through Web-Ex .

**\*Qualifications:**

* **Passed CFA Level 1 (Dec’2018)**
* **Master in Business Administration (Finance)**

First Class- Indian Institute of Business Management

* **Bachelor’s Degree in Commerce**

First Class with Distinction- Pune University

**\*Computer Skills:**

* Maharashtra State Certificate in Information Technology (MS-CIT)
* Microsoft Office (MS Word, MS Excel, MS Power Point)
* Mainframe Software.
* Smart Stream Reconciliation
* Bloomberg

**\*Personal Details:**

Date of Birth: 2nd August 1986

Father’s Name: Haribabu Reddy

Passport Number: M4372135

Nationality: Indian

Languages Known: English, Hindi, Marathi and Telugu

The above given information are true to the best of my knowledge.

Place: Oak Park (IL)

Date: Yours Sincerely,

(Ganga Reddy)