

# KAVYA.G.V

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**Email:kavyapradeep333@gmail.com**



## OBJECTIVE

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I look forward for a permanent placement where I can utilize my expertise and knowledge with Opportunity for growth and advancement

## WORK EXPERIENCE

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### **Data management-clearing and settlement operator at Deutsche Bank -Bangalore (June 2021-Dec 2021)**

- managing the end-to-end clearing and settlement process
- Ensuring smooth and timely market settlement of securities and cash transfers between the bank and its counterparty.
- Preparation of daily and monthly reports for outstanding trades/breaks on timely basis.
- Ensure that all queries/first level escalations related to routine activities are responded to within the time frames pre-specified.
- Investigation of trades if any discrepancies and should reach out to respective teams/brokers for necessary corrections.

**Currently working as an Accounts Executive at Kannapuram Nidhi Ltd -Kannur**

## CERTIFICATION COURSE

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Certificate in Computerized Accounting  
Duration-3 months

## ACADEMIC BACKGROUND

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- **Master of Commerce (M Com 2017 – 2019)** ITM College of arts and science ,Kannur University
- **Bachelor of Commerce (BCom 2013 – 2016)** Kannur University
- **Higher Secondary (commerce 2011-2013)**

## PERSONAL STRENGTH

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- Excellent Communication and Interpersonal skill
- Innovative, Motivated
- Leadership and Team work
- Flexible, Independent
- Analytical skill, Responsible

## TECHNICAL SKILLS

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- Well versed in Microsoft Excel
- Word, PowerPoint
- Tally
- Windows, Linux, Android

## PERSONAL DETAILS

Gender :Female

Date of birth:09-03-1996

Marital Status: Single

Address:Yeshodam,Near Marhaba mill ,P.o chovva,Kannur-670006