



SWAPNA.C.S

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FINANCE & HR PROFESSIONAL

MBA qualified finance and HR professional with 3.6+ years' experience within diversified industries. Possess competencies in US expatriate cash and stock reconciliation. Confident, proactive, quick learner and positive thinker with sound financial judgment, analytical thinking and problem solving.

STRENGTHS

- Knowledgeable in Finance, Accounting and HR
- Strong analytical skills with keen eye for details
- Problem Solving & Decision Making skills
- Gather strength while working in cohesive team.
- Adaptability to new environments.
- Competency in Financial Analysis & Accounting
- Ability to manage large number of people
- Confident – Positive Thinker – Risk Taker
- Inquisitive to new subjects and willingness to learn them
- Willingness to put in long working hours.

EDUCATION

Masters of Business Administration (Finance & HR)

Nehru Institute of Engineering and technology, Anna University, Chennai

2013

Bachelor of Commerce

Co-Operative College, Calicut University, Kerala, India

2011

PROFESSIONAL EXPERIENCE

HR cum Office Admin, MRK Employment Services, Palakkad, Kerala, India.

Jan 2016 – Present

Senior Financial Analyst, State Street Global Services, Coimbatore, Tamil Nadu, India

Oct 2013 – Sep 2015

PROVEN JOB ROLE

⊖ Institution: MRK Employment Services

Duration: 1.7 years

Designation: HR cum Office Admin

Role: Part of recruiting and accounting team of the firm

Job Profile in MRK Employment Services as HR Executive:

- Identifying recruiting opportunities by researching new sources of talent, cultivating relationships with industry professionals and networking with college placement officer and staffing company personnel.
- Fulfilling the tactical objectives of a HR Recruiter through hiring and retaining the employees in the job.
- Aligning the hiring process, beginning with screening applicants, interviewing potential hires, preparing offer letters, conducting reference checks and negotiating contracts.
- Responsible for the day-today administration & accounts work
- Handling the front-desk, assisting accounts team and extend support to management.
- Preparation of Payroll and doing basic HR duties.
- Maintaining the strong filing system of the company.
- Prepare correspondence and documents.

⊖ Client: State Street Global Services

Company: State Street HCL Services P Ltd

Duration: 1.11 years

Designation: SR. Financial Analyst

Role: Part of Knowledge Transfer at State Street HCL P Ltd to set up the process.

Training and guiding the new joiners to learn the process.

Job Profile in State Street HCL Services P Ltd as Senior Financial Analyst:

- Cash Reconciliation between Custodian and Client backup system.
- Performing reconciliation within the specific deadlines.
- Reconciliation is done with the application Fund Monitor.
- Research is done with MCH (Multi Currency Horizon) Screens which helps to identify the cause for differences. It includes Accounting and Custody screens, where the Accounting side reflects the Custodian books, whereas the Custody screen reflects the client records.
- **Cash Reconciliation:** Perform manual matches and perform an end to end research on unmatched transaction Research on variances like Miscellaneous, Income/Dividend, Corporate Action, Foreign Exchange, Derivatives, Capstock and route the variances to the appropriate team.
- Settlement of trades, Processing of Fraction Shares, Dummy Fx, Receipt of interest lines.

- Performing regular check on the ageing breaks in the MIS and contact the Custodian / Counter Party / Correspondent / Middle Office and Core operations for the reasons and resolution. Rising of IMT at for appropriate variances.
- Run Compliance tests and reports.
- Maintaining Checklist which ensures all necessary tasks are duly completed, Maintaining SOD and EOD for the process.
- Mailbox Management is done to ensure that no issues go untracked.
- Responsible to deliver work as per agreed SLAs

PROJECTS

- A study on profitability analysis of the Alathur service Co-operative bank Ltd no.F1222”.
- “A study on awareness on safety and welfare measures among factory labourers with reference to Kairali Steels and Alloys pvt ltd

IT SKILLS

- Hands on experience in ERP Packages, MS Office Suite – Word/Excel/Power point, SPSS,C, VB.
- Certification Courses: DCA,DCFA

CERTIFICATIONS

- Lean Practitioner requirements set forth by the State Street Lean Management Office
- Six Sigma Yellow Belt Certification.

PERSONAL DETAILS

Nationality	: Indian
Date of Birth	: 2 nd October, 1989
Sex	: Female
Marital Status	: Married
Languages known	: English, Malayalam, Tamil, Hindi.
Passport No	: N476105

DECLARATION

I hereby declare that the above facts are true to the best of my knowledge and belief. I assure you sir, my loyal and sincere service to the organization

Place: Ras al Khaima

(Swapna.C.S)

Date :