

## **DUDUKU KALPANA**

Email: [duduku.kalpana078@gmail.com](mailto:duduku.kalpana078@gmail.com)

Contact No: +91 78160 34689

### **Career Objective**

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To work in a challenging atmosphere which will give me an enabling platform to sharpen my professional growth and get an edge in this highly competitive world by leveraging my technical as well as interpersonal skills.

### **Experience**

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#### **Back Office Reconciliation and Derivatives**

**Company Name:** HCI

**Duration:** 1 Year

- Performed daily reconciliation of derivatives transactions, ensuring accuracy and compliance with regulatory requirements.
- Managed and resolved discrepancies between trading systems and bank statements.
- Prepared daily, weekly, and monthly reports for management review.
- Collaborated with various departments to streamline processes and improve efficiency.
- Maintained detailed records of all transactions and reconciliations for audit purposes.
- Provided training and support to junior staff members.

### **Educational Qualifications**

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- **MBA (Finance, HR)** - LAKIREDDY BALIREDDY COLLEGE OF ENGINEERING (Mylavaram), JNTUK (Kakinada), 2021-2023, 83%
- **Degree** - VIKAS DEGREE COLLEGE (VISSANNAPETA), KRISHNA UNIVERSITY, 2018-2021, 88%
- **Intermediate** - VIKAS JR COLLEGE (KAMBHAMPADU), BOARD OF INTERMEDIATE, 2016-2018, 93%
- **10th** - ZPHS (KAMBHAMPADU), SSC, 2016, 77%

### **Professional Skills**

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- Operating Systems: JAVA, C++
- PowerPoint, MS-Excel, MS-Word
- Tally

### Industrial Visits

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- Visited Dr Narala Tata Rao Thermal Power Station, Ibrahimpatnam
- Visited Lorvens Package Industries
- Nifty Labs Pvt Ltd

### Academic Project

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A Study on Risk and Return on Equity Mutual Funds with Reference to Motilal Oswal Financial Services Ltd, Vijayawada.

### Positions and Responsibilities

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Acted as a student coordinator for PAPER PRESENTATION in LAKSHYA National Level Fest.

### Languages Known

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- Telugu
- English

### Personal Traits

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- Positive thinking
- Hardworking

### Hobbies

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- Reading books
- Listening to songs
- Games

### Personal Details

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**Date of Birth:** 18-06-2000

**Sex:** Female

**Father's Name:** Duduku Venkateswarao

**Permanent Address:** D no-3-8, Sanjeevapuram Street, Kambampadu (Mandal), Ntr (Dt), Andhra Pradesh, Pin-521227

### Declaration

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I hereby declare that the above-furnished details are true to the best of my knowledge and I bear the responsibility for the correctness of the above particulars.

**DUDUKU KALPANA**

