

Rishi Motwani

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41, Shri Chandra Nagar, Jaipur, India



Seeking a challenging and innovative role in an organization where I can expand my knowledge and skills gained from my past work experience and academic learning while making a significant contribution to organization growth

WORK EXPERIENCE

Process Associate

NAV Back Office IT Solutions Pvt. Ltd

12/2021 - Present

Jaipur, Rajasthan

Achievements/Tasks

- Trade Settlements
- Handling Escalations from IM, Investors and Fund
- Audit Request, Contract Notes, Fund Setup and Wire Update

Process Associate

Genpact India Pvt Ltd

04/2019 - 10/2021

Jaipur, Rajasthan

Achievements/Tasks

- Reconciliations Reporting, strong knowledge of O2C cycle
- Processing of payments methods like Wires, Direct Debit, Cheques, Drafts.
- Final closer settlement of Accounts

Car Consultant

Girnar Soft Pvt Ltd.

07/2017 - 01/2019

Jaipur, Rajasthan

Achievements/Tasks

- Convert Lead into Sales
- Training to new employees
- Calls Auit

EDUCATION

Bachelor Of Commerce, B.COM

University of Rajasthan

08/2016 - 07/2018

Jaipur, Rajasthan

Senior Secondary

APS

04/2014 - 03/2015

Jaipur, Rajasthan

SKILLS

Financial Services

Accounting

Corporate Finance

MS - Office

Team Player

Interpersonal / Communication

ACHIEVEMENTS

- Rewarded with Bronze and silver award for excellence in performance

Employee of the month in Genpactat October,2019

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Punjabi

Full Professional Proficiency

INTERESTS

Travelling

Social Bonding

Binge watching

Riding