**Resume**

**V.Pratap**

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**Career Objective:**

To work in a globally competitive environment & on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady-paced professional growth.

**Professional Experience:**

**Present Organization** Factset Systems India Pvt Ltd (Hyderabad)

**Designation:** Quality Control Associate **- (**March 1st 2012 – Present)

Acting Team Lead - (June-2017 to December-2017)

 Research Analyst - (July 19th 2010 to Feb 28th 2012)

 **Department** Capital Structure Transactions (Fixed Income, Investment Banking, Syndicated Bank Loans)

 **Process Brief**:

FactSet Loan Terms & Conditions team analyses syndicated loan documents/credit agreements and provides clients with a comprehensive profile of corporate loans. Key information captured includes Purpose of loan, Parties involved in the loan agreements, Rates, Interests, Fee and Pricing, Facility Types, Maturity of the loan, Default rates and Default interest of the loan, Prepayment & Repayments and Financial Covenant Negative, Mergers & Acquisitions.

**Roles & Responsibilities:**

* A competent professional with 8 years of experience in Data Quality Check, Auditing, Data Research, Data Analytics, Process Documentation, Testing and Support.
* Adapt to carrying out continued improvement of data quality through investigation and rectifying quality issues.
* Proficiency in analysing, extracting and interpreting complex financial data - Expertise in Syndicated Loans Terms & Conditions and possess knowledge in Capital Structure Transactions.
* Compilation of quality reporting, error analysis on periodic basis
* Research and recommend best practices, ideas to enhance quality in the process
* Processing Global Companies Loan agreements or Bank Loans (Revolving loans, Term Loans, Delayed Draw term loans, Mortgage Loans, Etc.
* Research on Companies Events (Name Change, Merger &amp; Acquisitions, CompanyDelisting, Loan Deals, Loan Life Cycle Events), etc.
* To maintain Client data within the Client Central repository by on boarding new Clients, updating amendments, hierarchy changes, static data updates, mergers and deactivations within specified timelines.
* Providing information like Commitment Amount, interest rates, maturity date, CreditParties (Borrower & Lender) and Currency information pertaining to Loan borrowings like Federal Home Loan Bank Borrowings, Mortgages, Bilateral Loans
* Analysing of various interest rates wiz LIBOR, Base Rate, Prime Rate, CDOR etc
* Analyse debt use of proceeds, negative covenants, financial covenants, loan maturity, interest rate, default rate.
* Responsible for collecting Companies loan credit ratings and updating in the tool for particular debt or loan agreement.
* Conducting Financial market research and as well as secondary Research on a regular basis across the Global Market
* Preparing documentation for privately Placed Companies loans by Researching through various financial sources
* Liaison with Team Leader in identification and resolution of process escalations/RPD

**Performed the role of Acting Team Lead in the absence Team Lead of for a period of six months.** (June-2017 to Decembe-2017)

 JOB RESPONSIBILITIES

* Responsible for team management on key organizational metrics - quality, productivity, timeliness and coverage
* Assign work to associates and facilitate clearance of bins by end of day as per priority
* Responsible for organizing, designing, structuring and developing teams for researching and subsequent processing of Financial / Business Intelligence information
* Conduct weekly team meetings to discuss updates, statistics, and other information
* Implement action plans for team and individual performance improvement
* Conduct monthly grievance and feedback session with team
* Ensure adherence to the SOPs by the team.
* Monitor the volume inflow for the respective group members
* Monitor production rate periodically and take appropriate action
* General people management including attrition management, performance management, etc
* Notifying the AM / Manger Ops about issues/escalations in the team.

**Milestones at FactSet:**

* Promoted as **Quality Control Associate** in the second year of employment.
* Worked as Acting Team Lead for a period of six months (June-2017 to Decembe-2017)
* **Rewarded by Blue Ribbon** award two times (for providing extra support to team).
* **Rewarded by R&R award** three times (for delivering outstanding performance in work).
* **Rewarded by Idea Club R&R** (for giving best idea for process development).
* Best compliments from the Product stake holders for working extra mile.

**Previous Organization**:

**Company** IBSN India private limited

**Designation** Tax Analyst

**Date of joining** 1st Dec 2009 to April 2010.

**Company Profile:**

IBSN Inc is professionally managed Knowledge Process Centre offering Taxation, Financial, Business Incorporation, Corporate Secretarial and other Accounting/Business KPO services in USA & India. IBSN Inc has a niche in expatriate taxation in the US and is the first company of its kind to offer value added tax planning & representation services to the individual & corporate clients IBSN (India) Pvt. Ltd, a wholly owned subsidiary of IBSN Inc, is seeking professionals in the following positions at its Global Processing Centre of excellence in Hyderabad.

**Responsibilities:**

* Preparation of the tax for US and non-US citizens.
* Suggesting the clients to the best of their requirements regarding tax returns.
* Solving the queries of the clients over the phone.

**Educational Qualifications:**

* Post Graduation (M.B.A Finance) St. Martin’s Engineering college (JNTU)
* Graduation in Commerce (B.Com. Computers) Badruka College of Commerce (OU)
* Board of Intermediate. ( ISC)
* Board of Secondary Education (ICSE)

**Technical Skills:**

* Advanced MS Office : Word, Excel and PowerPoint

**Personal Traits:**

* Adaptability to all types of environments
* Ability to work in a group
* Enthusiasm in learning new things

**Personal Profile:**

Name : V. Pratap

Date of Birth : 18-04-1987

Nationality : Indian

Language Known : English, Hindi and Telugu.

**Declaration:**

 I ensure that all the information given above are true and correct to the best of my knowledge. I request you to consider my candidature and give me an opportunity to serve in your esteemed Organization.

Date:

Place: Hyderabad (**V. Pratap)**