**PURUSHOTHAMA RAO KALYANAM**

Email: [logontokpr@gmail.com](mailto:logontokpr@gmail.com) Mobile: +91 8712753966

**CAREER OBJECTIVE**

Highly effective professional with a proven ability to increase the operational efficiency in delivering the service to the client; looking challenging environment where I could get a chance to invest my knowledge as capital, which would contribute soon in qualitative decision making in an organization, thereby ensuring customer and client statisfaction with a keen eye on the bottom line.

**CURRENT EXPERIENCE**

Karvy Fintech Private Limited

Project Title : **KARVY Distributor System Services** - **Auto Mailers in Web**

**Application**

Duration : October 2013 to till date

Project Description : Karvymfs web applications have online services for distributors, where distributors can request mail back reports like procurement, brokerage, analytical and general reports and subscriptions such as daily, weekly and monthly reports.

**Assistant Manager (Team of 9 colleagues)**

**Area of Work/ Key Responsibilities**

* Ensuring daily load is processed within TAT, working very closely with the IT team on required development activities
* Part of managing relationships with distributors to ensure their business continuity
* Supported in formulating annual goals, breakdown of the larger corporate goals and aligning them with departments’ growth & business strategies
* Monitoring, analyzing, tuning, and implementing necessary changes in IT resource utilization
* Reviewing day to day activities of Senior Executives, Research Executives and Trainees
* Part of designing the proper control measures and reporting system to achieve the SLA (Service Level Agreement) requirements and timely information for the top management
* Technically understand the issue and coordinate with technology team to resolve the issue.
* Conducting meetings to resolve the issues.
* Preparing various types of MIS Reports and send to distributors.
* Login to front-end application and preparing various types of reports.
* Coordinating with Internal Auditors and External (concurrent) Auditors in their regular and periodic Audits.
* Clarify the Distributor Requests and Queries
* Handling multiple reports, working with **formulae, pivot tables**, and various other excel sheet components for accurate data.
* Interacting with client directly through scheduled daily / weekly Business Conversation (Email)
* Prepared Proactive checklist for database & important work to avoid future downtime.
* Making Advanced presentation in Ms PowerPoint to present MIS & other related important reports
* Composing and forwarding emails to the Project Manager & Team Leader.
* Handle the escalating queries and resolve the same
* Review the process metrics timely & Drive for continuous improvement.
* Interacting with distributors directly through scheduled daily / weekly Business Conversation (Email)

**PREVIOUS ASSIGNMENT**

Karvy Computershare Private Limited

Project Title : **KARVY Brokerage System Services**

Project Description : This project is intended to deliver a web based solution that can be used to calculate the commission to all the Distributors (Brokers) according to their mobilization of funds to the Mutual Funds on periodic bases. Basically there are two types of commissions to be released, Flat & Trail. The AMC (Asset Management Companies) also releases some Incentives for distributors for better performance. These payments / commissions have to be released according to the rates structure and business logics provided by the AMC.

Duration : July 2005 to October 2013

**Executive (UTI Mutual Fund Unit - Team of 12 colleagues)**

**Area of Work/ Key Responsibilities**

* Implementation of changes in the commission/brokerage structures
* Updating of Brokerage structures and rates when warranted.
* Transaction processing, Regular Brokerage processing, brokerage processing for NFOs, etc.
* Updating of major changes in the broker master
* Co-ordination with Asset Management Company (AMC)
* Guiding the Team and responding to AMC queries and Distruibutors queries routed through Central Distributor Coordination Team.,
* Quality checking of the brokerage, Sending MIS.
* Processing of Differential Brokerage from time to time as desired by the AMC.
* Incentives payments to PSU Banks for different types of contests/ bonanzas announced by AMC.
* Coordinating with the AMC branches in resolution of the distributor/Commission related issues.
* All types of Adhoc processes as required by AMC from time to time.
* Processing Brokerage for Contests & Bonanzas as announced by AMC to motivate the Distributor’s to mobilize funds from the investors upto the optimum extent possible.
* Responsible for the dispatch of Brokerage warrants, Sending Direct Credit requests (of Brokerage payments) directly to Banks.
* Reconciliation of Brokerage Cheques ( Reissues & Revalidations) at regular intervals
* Excellent in MS Access, MS Excel (Vlookup, lookup, Pivot Table, Charts, Macro, Forms, data validation & Scenarios)
* Sending Funding advises to AMC for the regular Commission /brokerage payouts forms key and prime responsibility .
* Updating the Renewals, Self-Declarations and KYD’s of Distributors in the Agent Master
* Monthly Audit Work
* Coordinating with Internal Auditors and External (concurrent) Auditors in their regular and periodic Audits.
* Updating Address and Bank Details of Distributors as per the given requests
* Re-computation of brokerage for special Brokers
* Processing subscription, redemption & Switch transactions by preparation of daily transaction report & fund transfer file.
* Giving intimation thru SMS and EMAIL regarding Self-Declaration and Renewal to update whenever is required
* Uploading the Rate Structures as Base and Preferred in Rates Master given by AMC
* Clarify the Distributor Requests and Queries
* Releasing the payment to Agents in different payment modes like NEFT,RTGS,DCB and CHEQUES thru HDFC BANK
* Preparing the MIS REPORTS of Brokerage Commissions and sending to AMC
* Sending Brokerage Annexure to the Respective Agents as Mailers regarding the monthly Brokerage Commission
* Porting the Brokerage Commission Details in the Mutual Fund Site to download in website, the same by Distributor himself.
* Brokerage Payments Monthly Reconciliation
* Issuing the Income Certificates to Agents for Tax Purpose by the end of the Every Financial Year
* Changing the Broker Code as per the given request by the Investor.
* Imparting Trainings on product knowledge and Process knowledge and be a part of Induction program for the newly recruited associates.
* Conducting Inductions Trainings for the new inductees
* Conducting training in the absence of trainer (Non-availability) for the new trainers
* Calculation and verifying of Service Tax, TDS, Entry Load & Exit Load at processing time
* Sending of all correspondence letters relating Empanelment & Distributor Queries
* Co-ordination with all branches for daily transactions
* Hold clearances for purchase transactions for Cheque cleared Cases
* Cross verification of cheque cleared with the deposit slips
* Preparation of Monthly reconciliation statements and reporting to AMC on purchase transaction clearance status for Various Schemes and for different Bank Accounts.

**PREVIOUS EXPERIENCE**

**eSoft Consulting Limited** From December 2003 to June 2005

Project Title : **Back Office Support Executive, ECOPS (eComputerized**

**Operations for Police Services)**

Duration : February 2003 to June 2005

**(Team of 25 colleagues)**

Project Description : eCOPS is an integrated, enterprise-wide IT tool for enhancing the performance of state police units in crime control, law & order and administrative operations.

**Area of Work/ Key Responsibilities**

* Coordinating with all the police units for any upgrades required in the current program.
* Providing necessary training regarding the usage of computerized forms at all levels.
* Explain them how to take backup of important application forms and to send the information to the main server at Control room.
* Troubleshooting and ensuring the program is running smoothly at all units.

**M/s Ramgopal & Co, Kakinada** FromApril 1995 – March 1999

Accounts assistant

**Job Responsibilities:**

* Maintaining Journal vouchers, bank vouchers, cash vouchers, etc.,
* Bank reconciliation statements
* Maintaining total AR( Billing, Invoicing, collection).
* Checking the statement of Accounts of Creditors and releasing their payments.
* Preparation of Salary statements
* Issuing Cforms, G forms to the parties.
* Maintaining Job orders Purchase orders, Purchase requisitions
* Submission of Stock, SOD statements to Banks.
* Central Excise,Sales Tax returns, Assessments & Annual TDS returns.
* Sales Tax returns & Assessments
* Preparation of Weekly & Monthly Reports/ Statements
* Finalization of Accounts under the guidance of Auditors.

**ORGANISATIONAL SCAN**

* **M/s Karvy Fintech Pvt Ltd, Gachibowli, Hyderabad**

Assistant Manager – Distributor Support Services (October 2013 – till date)

* **M/s Karvy Computershare Pvt Ltd, Banjara Hills, Hyderabad**

Officer – Operations and MIS - Brokerage and NCT Department (July 2005 – April 2013)

* **M/s eSoft Consulting Ltd, Hyderabad**

Back Office Support Executive - (Feb 2003 – July 2005)

* **M/s Ramgopal & Co, Kakinada**

Accounts assistant (Apr 1995 – Mar 1999)

**EDUCATIONAL QUALIFICATION**

* Masters degree in Computer Applications from Madurai Kamaraj University (1999-2002)
* Bachelor in Commerce from Andhra University (1989-1992)

**SKILL MATRIX**

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| --- | --- |
| Operating Systems | Windows (Family) |
| G.U.I. | Visual Basic 6.0 |
| Microsoft Office | Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express |
| Databases | SQL Server 2005, MS Access |
| Script | Excel Macros and VBA |
| Functional | Capital Markets, Finance, Insurance, Business Intelligence & IT |

**OTHER STRENGTHS**

* Working with ODBC connections to extract from the database server.
* Auto extraction process, where in data can be auto extracted from various sources, to exclude manual intervention
* Having experience in preparing reports, preparing tables, extracting data in **MS Access**.
* Testing whether the macro is working properly and debugging the issues
* Various application releases. Involved in .net cutover of application from VB to VB .net
* Proficiency in MS office. Preparing presentations, using vlookup, hlookup, Index matches etc.
* Strong **SQL** Knowledge
  + Can use all types of Joins in production
  + Can use various “Functions”
  + Can work with Sub queries
  + Can create Tables Synonyms, Indexes, Views, Materialized Views
* Excellent Reporting & Analytical Skills
* Very good Communication abilities (Verbal, Written and Listening skills)

**Training and Certifications**

* Compliance Policies – KCPL e-Learning course.
* Oracle 8.0 with Developer/2000 - Forms 4.5 & Reports 2.5 at STG International Ltd
* Diploma in Computer Management at Datapro Information Technologies
* Seven Habits of Highly Effective People
* Time Management Techniques
* Bullet Proof Management Techniques
* Interviewing Techniques

**Personal Profile**

* Name : K. Purushothama Rao
* Father Name : K. Bhima Rao
* Date of Birth : 01-06-1971
* Address of : Plot # 83, DN 80,
* Communication : Devi Nagar, R.K.Puram Post, Secunderabad – 500 056
* Nationality : Indian
* Marital Status : Married
* Languages known : English, Telugu and Hindi

I declare that the particulars mentioned above are true to the best of my knowledge and belief.

Place: Hyderabad Date:

(K PURUSHOTHAMA RAO)