

karthika.J

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PURPOSE STATEMENT

In pursuit to attain professional enrichment in the area of Financial management and Financial statements reporting with a frontline organization of repute preferably in Banking / Financial Sector.

PROFESSIONAL SUMMATION

- 3 years and 9 months experience in Tata Consultancy Services as Information Processing Specialist.
 - Prepared financial statements as per Singapore, Jersey, Bahamas accounting standards for Citi Bank clients.
 - Expert in covering all aspects from start up business, to financial management and company closures.
 - Proven ability in professional judgment dealing with the disclosure of information in financial reporting.
 - Proficient in computing corporate, individual and taxes, corporate organizations and cross boundary analysis etc.
 - Skilled in researching issues and finding solution and best alternatives to tax issues.
 - Have done Foreign Currency Regulation Audit.
 - Easy going nature and able to coordinate with all departments.
 - Track record of overseeing financial statements including trial balance, bank reconciliation reports, profit & loss account, age-wise accounts payables & receivables statements and balance sheets.
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SKILL SET

- Financial statement preparation (Balance Sheet finalization)
 - Statutory audit, internal audit, stock audit.
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NOTEWORTHY MILESTONES

- Have received appreciation for Jersey clients for preparing and delivering priority financial statements on time.
 - Expert in property accounting for Jersey clients.
 - Have been appreciated for clearing backlogs on time.
 - Performed the Sweep Audit and ensured that the Unit remained Paperless to avoid Data leakage.
 - Organized extensive class room training for the new comers.
 - Have been appreciated for stock audit findings.
 - Preparing and delivering reports on time.
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CERTIFICATION

HDMA (Honors Diploma in computer application) in CSC (computer software college)

LANGUAGE SKILLS: Fluent in English and Tamil

TECHNICAL SKILLS TRAININGS

- Information Security Awareness
- Citigroup Quality Overview
- Pedagogue training
- Star Bust training
- Team bonding and Cohesiveness

- Fraud awareness
- Effective Communication Skills
- Proficient in MS Office
- Tally9 ERP, Citrix and Citi Global Trust Platform.
- Proficient in using of accounting software.
- Internet savvy

EDUCATION:2015: B.Com (Commerce) - University of Madras.

CAREER TRAJECTORY

Organization	Designation	Duration
TATA CONSULTANCY SERVICES LIMITED, Chennai	- Information Processing Specialist(Oct- 2015 to Oct-2016) - Process Associate(Oct- 2016 to Apr-2019) -Senior Process Associate(Apr-2019 to Jun-2019)	Oct -2015 to June-2019

WORK EXPERIENCE

CORPORATE EXPERIENCE

Information Processing Specialist- TATA CONSULATNCY SERVICES LIMITED

Unit – Capital Markets

Team –Global Wealth Structuring

- Preparation of financial statements (Balance Sheet, Cash flow statement and notes) as per accounting standards of Singapore, Jersey and Bahamas law.
 - Analysis of various types of investments in different bank statements of Citi clients.
 - Detailed accounting of income/expenses arises out of investments made in shares by Citi clients.
 - Detailed analysis and handling of various property manager statements.
 - Spontaneous delivery of reports as per client requirements.
 - Part of client call for Global Citi Trust platform migration.
 - Analysis of various third party bank statements.
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PERSONAL DETAILS:

Address : 3/422 A,Kasilingam cross street, ayyapakam,Ayyapanagar, Ambattur, Chennai – 600 0077
Date of Birth : 20.08.1994.
Marital Status : Married.
Linguistics : English,Tamil.
Nationality : Indian.

Date:

Place: Chennai

J.Karthika
