**RMV Kiran Teja**

**EDUCATION**

**MBA**

*International Institute of Planning and Management (IIPM) -*New Delhi(*2008 Sept to 2011Mar)* Major Specialization (Finance) & Minor Specialization (IT & Marketing)

**B.Com**. (Computers Applications)(*2005 Jun to 2008 Jun)*

*Jagruthi Degree & P.G.College*

**WORK EXPERIENCE**

**State Street Corporate Services Mumbai Pvt Ltd** *(Jan 2018 to Till Date)*

Working as Senior Associate in State Street Corporate Services Pvt Ltd.

**Roles & Responsibilities:**

**Financial Perspective- Dividends Monitoring & NAV Valuation.**

* Monitoring Dividend Net Asset Value (NAV) impact.
* Posting Collateral Entries through Multi Currency Horizon (MCH).
* Dividends setup based on Entilement for both Receivables(Long) and payables(Short) lines.
* Monitoring & Updating Dividends with Changes through MDS website.
* Performing Process Control checks to mitigate NAV impact.
* Performing internal high quality checks to avoid Duplicate Dividend.
* Performing Ad hoc requests from clients.
* Resolving complicated Global Cash Exceptions queries.
* Regularly supporting onshore team on day to day activities involving NAV impacts.

**Idexcel Technologies Pvt Ltd** *(Aug 2016 to Jul 2018)*

Senior Process Analyst in Idexcel Technologies Pvt Ltd. (Working in Client Location Syniverse Technologies Pvt Ltd)

**Roles & Responsibilities:**

**Financial Perspective- Execute cycle payments.**

* Process National & International Settlements payments accurately – 99.5% accurately – one day before settlement value date by 3 PM IST.
* Ensure timely funding for settlement – 100% - as per the schedule.
* Releasing the payments in One1Clear portal immediately after the funding is arranged for settlements.
* Recycling of funds – 100% - ensure beforehand on taking tentative rate to avoid later day recycling.
* Flush back of funds & RTGS local transfers to client accounts.
* Preparation of Fax Forms for suitable for SCB portal.
* Internal transfers from Payment to Receipt a/c – Immediately next day after the settlement day.
* Uploading daily MT940 Bank Statements into One1Clear Platform.
* Tracker update onto share-point
* Daily Banking activities related to Indian Banking.
* Handling customer service requests through our internal ticketing portal.

**Customer Perspective**

* Deliver the 100% quality reports – Complete the reports one day before the TAT & deliver them as on TAT to clients.  Resolving banking related issues of clients.

**WIPRO Limited** *(Nov 2013 to Sept 2015)*

Analyst in Investment Banking (BFSI, Asset Servicing, Fixed Income CAIP).

**Roles & Responsibilities:**

* Mandatory Check (Monitoring Mandatory Maturities payable for today).
* Voluntary Check. (Monitoring Voluntary Maturities payable for T+1).
* Coupon Processing. (Monitoring Coupons Payable for next 5 days.)
* Depository Service Fees Process. (Monitoring Depository fees which are payable for next 30 days).
* Global Event Reconciliation. (Monitoring Mandatory Event and Linking Events to Swift.)
* Simple Mandatory Narration using Care N & R. (Notifying Clients about upcoming Corporate Action Events).
* Working on ADP Maturities. (Monitoring Maturity Events).
* Spinoff Taxation. (Monitoring Taxation for Spinoff Events).
* Supported CREST Main Firm Settlements for Client Trades.
* Pre matching of all Client Trades for T+3.
* Solving Settlemnt queris through Calls & Mails.

**Narayana Hydro Power Pvt Ltd***(Jan 2011 to Oct 2013)*

Accountant (AP & AR)

**SKILLS**

* Computer: Microsoft Office, Power Point, Excel, Typing, Etc.
* Tally ERP 9.
* Good verbal and written Communication Skills.
* Self Confidence, Reliable, Sincere & Responsible.
* Ability to work independently and also in a Team
* Represented Osmania University for 3 years and was captain for the Osmania University Shuttle Badminton Team during 2007-08.
* Selected as Team Leader by Badminton Association of India (BAI) for conducting the Mega Event of 24th Sub-Junior National Badminton Championship from 9th to 14th of Nov 2010.
* Short listed for Special Course on Advanced Global Management held at Cambridge University (UK).

**PersonalDetails**

**Name** : Rajamanuri Venkata Kiran Teja.

**Father Name** : Rajamanuri Venkata Ramachandra Rao.

**Mother Name** : Rajamanuri Lakshmi Sujatha.

**Gender** : Male.

**Date of Birth** : 30-04-1988.

**Nationality** : Indian.

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