**NAME: Divya Krishna** #26/2,4th cross, 11th main,

Behind Rama Temple,

K.G Halli, Jalahalli West,

Bangalore- 560015

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Mobile No: 9742874539

**Objective**

“Seeking an opportunity to build a career and to use my knowledge, ability to communicate ideas, commitment to perform quality work and relevant experience to improve efficiency in your esteemed organization”.

**Work Experience**

* **April 2017 – Present**

**Organization:** Northern Operations Services Private Limited (Northern)

**Designation**: Analyst (Corporate and Institutional Services (C&SI) )

**Roles & Responsibilities**.

Part of custody Team

* Providing timely markets updates to clients related to investment Banking, market strategy.
* Portfolio Managment - Selcting and overseeing a group of investments that meet the long run financial objectives and the risk involved.
* Preparing Financial statements and its related investment activities.
* Providing details to client related to loans, corporate actions events.
* Managing the team target as well as working with offshore team members.
* Processing, analysis and reporting day to day trades related operations.
* Work on MIS to provide Funds information for Fund Managers and Client.
* Provide client equity trading Platform, Data services updates through Bloomberg.
* Recognizing client related reports and providing status to the client via email ( if in case of any issues).
* Engaging with the clients and clearing their queries.
* To understand the criticality of the market requirements and provide accurate information to client.
* Reaching out to various teams like trade processing team and trade settlement team for status updates of the trades.
* Reaching out to sub - custodian for trade related queries and clarification on queries.
* Identifying the issues and provide update to client well ahead and try to resolve issues through the appropriate methods , and place process control and improvement ideas.
* Identify, analyze and interpret relevant client data.
* Worked on IPOs (initial public offering)
* Providing necessary information and communication for client data changes throughout the team in a timely manner.
* Collaborate with the global team and communicate effectively to prioritize business and information needs.
* **Organization:** Accenture Solution Pvt. Ltd.

**Designation:** Finance & Accounts (Transaction Process Associate)

**Duration:** June 2015 to November 2016

**Roles & Responsibilities.**

* Part of Purchase to Pay team (P2P)
* Managing the team target as well as individual target of team members.
* Using Oracle 11i for data extraction, processing and analysis.
* Recognizing statements and providing status to the supplier via email.
* Preforming payment batches on priority basis.
* Engaging with the clients and clearing their queries.
* Comparing the work flow on monthly basis.
* Recognizing monthly reports with the help of Oracle.

**Payment batch creation**

* Payment batch for SEPA and NON SEPA.
* Payment batch for ICE and NON-ICE suppliers.
* Payment batch for Zero value invoices.

**Vendor statement reconciliation**

* Conferred with vendors to resolve discrepancies on invoices and provided vendors with payment information when requested.
* Reconciled, reviewed and processed invoices through an automated accounts payable system and matched invoices to shipping documents.
* Verified prices, allowances, payments terms and prepared shortage/excess reports.
* Interacted with vendor to resolve invoices discrepancies and researched past due balances.

**Qualification**

 **BBM (Finance & Accounting) –** Bangalore University, 2015

**Technical Skills**

* Orcale11i,
* MIS
* Oracle R12
* Fund Master
* MS Word, MS Excel, MS PowerPoint.

**Strengths**

* Hardworking to ensure tasks are completed before deadlines.
* Proven ability to prioritize and complete multiple tasks.
* Good analytical and interpersonal skills.
* Strong commitment to a team environment and excellent social skills.
* Confident in dealing with people in a cross cultural environment.
* Experience on working to targets.
* Can adapt to new Technologies quickly.

**Certifications**

* Banking course from IL and FS certificate
* NSS certificate

**Personal Details**

**Name** : Divya K

**Date of Birth** : 13/12/1993

**Father’s Name** : N Krishna

**Languages known** : English, Hindi, Telugu

**Sex :** Female

**Nationality** : Indian

**Declaration**

I hereby declare that the above information is true to the best of my knowledge.

**Date**: **Signature**

**Place**: Bangalore Divya Krishna