



NANDINI A S

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Work Experience

PRESIDENCY COLLEGE

April 2019 — May 2020

Admission counsellor & Executive Assistant to Vice Chairman

Admission counsellor in Pre University department.

- Achieved the given target of 700 admissions for Pre-University department (Science and commerce) Stream.
- Counselling and guiding the students to choose the right combination.
- Preparing the list of students for entrance exam and shortlisting.
- Maintaining and monitoring the track records of student data from the time of admissions till the registration in Pre-University Board.
- Reconciling and tallying with admission and accounts department.
- Maintaining the student's documents for concessions, refunds and cancellations.

Executive Assistant to Vice Chairman (Chief Operations Officer)

- Assisting Vice Chairman for the mails, follow ups and reminders.
- Capturing Minutes of Meeting for all the departments i.e. Finance, Admin, Purchase, Marketing and IT, follow up weekly twice with the same and ensuring the timelines for closures.
- Checking and maintaining of all the PUC department attendance details and coordinating for academics.
- Visiting college with Vice chairman and maintaining a tracker for all the updates during the observations.
- Assisting Vice Chairman to remind about the meeting schedules on a day to day activities.
- Approving the mails as per Vice Chairman instructions and scheduling the meeting with all the HOI's and capturing the all the department minutes of meeting.
- Following up with all the admin related reports.
- Coordinating between the HOI and other Deans of the college for any immediate closures.

Standard Chartered Global Business Services

October 2018 — March 2019

Real time Nostro Management

- Maintaining the student's documents for concessions, refunds and cancellations.
- Monitoring real time Nostro balance in TLM CMS application and provide funding balance to ALM traders to cover short or square long position after reconciliation.
- Funding balance is provided for the countries like Singapore, India, China and MESA, UK and US.
- Reconciliation is done for the past value outstanding deals or statements by comparing the TLM Recon application and investigate the breaks.
- Dealing with Asset classes like Money market, Derivatives and Foreign exchange.
- Sending Management Information report to traders with reason for the account being long or short for the previous day.
- Checking the exceptions for any missing trades, statements and duplicate trades that are flown into the TLM CMS application.
- Providing Overdraft charge on monthly basis to the traders in case of any charges are made by the agent.

- Ensuring all errors are tracked in the report and discussed in weekly team meeting.

Education

Masters in Commerce (Finance and Accounting)

Presidency College, Bangalore University

2016 - 2018

71%

B.com - Bachelor of Commerce

Seshadripuram College, Bangalore University

2013 - 2016

61%

Pre University

Seshadripuram Composite Pre -University College Karnataka State Board

2011 - 2013

77%

Class X

Nirmala Rani High School Karnataka State Board

2011

72%

Language Proficiency

Read & Write: English, Hindi, Kannada

Speak: English, Hindi, Kannada, Tamil and Telugu

Qualifications & Interests

- Around two years of domain expertise in the Finance and Administrative works in education sector with strong business management skills..
- Ability to quickly adapt and deliver targeted metrics.
- Ability to work independently delivering expected results with minimum supervision.

Internship

Project: Organization Study at KAVIKA Transformer Manufacturers

Scope: To study and learn the organizational structure, Functional Department operations, Strengths & weakness of the company.

Personal Information

- Gender: Female
- Age: 25
- Date of Birth: 12-June-1995

- Nationality: Indian
- Marital Status: Single