# A Eka Prasad

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**An Overview**

* Currently working with Franklin Templeton Investments, Hyderabad as Senior Associate
* A competent professional possessing 7 years of experience in Procure to Pay, Catalog management and Investment Banking, Reports & Reconciliations.
* Worked with Genpact India Pvt Ltd, Hyderabad as a buyer -Procure to Pay.
* Expertise in Customer Management, Reports, dashboards, Quality, Lean procedures and source to pay
* Handling escalations pertaining to solving the unresolved issues.

**Skills:**

* Good IT skills (Microsoft Office)
* Good keyboard skills include MS Excel and ability to learn systems used within the business (Essential)
* Participating in quality control and quality assurances
* Be able to work as a part of team with minimal supervision
* Ability to work under pressure meeting challenges deadlines
* Ability to review and resolve complex issues
* Excellent planning and organizational skills
* Knowledge and understanding of various regulatory Environments

**Professional Experience**

**Genpact India P Ltd- March 2012–October 2017**

**Designation: Process Developer**

**Role: Buyer**

* Worked as buyer in the procurement team for a leading service provider of funeral, cremation and cemetery services client in North America.
* Ensuring selection of right vendors for the requested products and services by client.
* Using Coupa ERP tool to create Purchase Orders(PO), Request for Quotations (RFQ) and Resolution of invoices.
* Process invoices which are on hold as a result of 2 way/3 way mismatch.
* Creation of missing invoices, if found missing in Coupa. Also, updating of GL codes on the invoices.
* Handled the activities of Supplier Enablement, vendor Management, PO and Invoice mismatches resolution and catalogue management.
* New items adding to Catalogs and categories, Adding Ordered Item Links, Editing Catalog Items from the Service Catalog and Applying User Criteria to Items.
* Participating in the identification and correction of catalog errors; investigating catalog related complaints.
* Work with business and application support team to resolve application queries and make recommendations to further develop the product catalogue.
* Maintaining complete data of Supplier with complete product & services details what they are providing.
* Maintaining good relationship with client and suppliers.

**Franklin Templeton Investments- February 2017 – Till date**

**Designation: Senior Associate**

**Role: Transfer Agency, Customer Operations**

* Prepare and/or review supporting schedules and reconciliations required for completion of client reports
* Maintain a close working relationship with other TA areas, such as Dealing, Registration and other internal areas such as client services
* Responsible for authorization & quality control checks of all funding payments
* Monitor and assist on the quires and liaise with other departments where necessary
* Work queue management and analysis
* Compiles, coordinates and manages monthly MIS to senior managers highlighting performance, trends, issues and industry impacts
* May manage daily operational activates and supervise day-to-day work of junior level processors (but not a formal management role)
* Perform investor account opening and maintenance in registration tool
* Perform AML/KYC assessment for existing and new investors
* Prepare position reconciliations by researching all outages through comparison of internal accounting systems as well as with the positions held at the fund
* Collaborate with various internal departments to ensure that all outages assigned are cleared in a timely manner
* Analyze daily summary reporting of processed enrollment transactions received from the Exchanges to identify discrepancies
* Evaluate and ensure overall business processes are aligned and being performed within company policy and procedures
* Ensure dividends/capital gains & escheatment’s reports are timely processed.
* Working knowledge of the following mutual fund applications i.e. Pega Pro, Main Frames & Global inquiry
* Escalate all material risk items and service issues to management on a timely basis
* Identifies areas for automation / process improvements and recommends new work procedures
* Assist in the clearance of transactional-related stock and cash breaks
* Resolving reconciliation differences including identification and suggesting method of resolution
* Handle the day-to-day volumes of the assigned tasks and ensuring that the quality standards are met
* Training the New joiners on the process and monitoring the development and training needs of people and process.
* Assist and support the Business Risk Management Team with initial and ongoing operational due diligence on investment managers across all asset classes
* Prepare, manage and reconcile the unclaimed liability accounts for multiple entities manage the accumulation of all outstanding checks date necessary for accurate accounting of business for escheatment to the states.

**Quality Project in 2014:**

* Lean trained, tested and certified
* Contributed lean idea within the process

**Education**

* Graduation from Osmania University from 2009-2011
* Intermediate from ST Mary’s Centenary Jr College from 2006-2008.
* SCC from Sheba & Latha High School in 2006.

**Personal Details**

Name : A Eka Prasad

Father’s Name : A Yadagiri

Sex : M

Languages Known : English, Hindi & Telugu

**Place:Hyderabad**

**Date: (AEKA PRASAD)**