

Ganga S

Senior Operations Analyst (Reconciliation)

DOB: 18 November 1993

TC:32/63(8) | Madhavapuram

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Kerala | India

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Objective Goal oriented and performance driven Operations Analyst offering 4+ years of relevant experience in Cash and Position reconciliation of critical and sensitive clients, looking for an opportunity to utilize my skills for the growth of the organization and self-growth.

Experience

Oct 01,2023-Present	Senior Operations Analyst Envestnet Asset Management Pvt. Ltd.
Oct 01,2021-Oct 01,2023	Operations Analyst Envestnet Asset Management Pvt. Ltd.
July 31,2019-Oct 01,2021	Associate Operations Analyst Envestnet Asset Management Pvt. Ltd.

Job Description: Daily cash and position reconciliation within stipulated daily SLA.
Post recon activities- preparing reports, adhoc, and client mails.
Interacting with different departments and query handling as part of reconciliation.
Report preparation for clients on recon exceptions, with detailed analysis and handling client queries on a daily basis.
Training of juniors and familiarizing them with the critical client reconciliation.
Identifying bugs, suggesting automations and process improvements

Education

Masters in Business Administration – Finance and HR
(University of Kerala)
Aggregate **80%**
Bachelor of Commerce - Co-operation (University of Kerala)
Aggregate **89%**
SSC (Commerce) from CBSE (Amrita Vidyalayam)
Aggregate **85%**
HSC from CBSE (Amrita Vidyalayam)
Aggregate **90%**

Highlights & Qualities

Goal oriented and Competent
Strong analytical skills
Multi-tasking
Good communication skills
Time management skills
People management skills
Organizational skills
Ability to work under pressure
Friendly, Approachable, Co-operative, Dependable, Honest

Project

Financial Statement Analysis of IREL, Chavara

A study on impact of Working Capital Management on profitability of firms under tourism sector, with special reference to Kerala Tourism Development Corporation (KTDC), Trivandrum, Kerala

Internship

H&J Mall, Administration Dept. , Karunagappally, Kerala (1 month)

Achievements

Career

3rd place in CX idea presentation conducted across Envestnet and judged by US counterparts.

Star of the quarter(Q3, 2023) for successfully handling the recon walkthrough as part of SOC Audit of Envestnet, managed critical validations during custodian conversion and training of juniors effectively within short span of time.

Spot award (Q2,2023) for handling the critical CX requirement involving extensive manual effort for conducting test reconciliation in UAT environment and completing the task exceptionally well.

Star of the quarter(Q1, 2022) for being the fastest learner and taking care of the reconciliation and queries of one of the most sensitive clients of Envestnet, in a short span of time.

Spot award (Q3,2021) for handling sensitive client queries within short span of time without senior support.

Spot award (Q3, 2019) for being the best team player, fastest learner, suggesting automation to reduce manual intervention in reconciliation and meeting SLA (deadline) during tight schedules.

Academics

Kerala University **5th Rank Holder- MBA**

Kerala University **7th Rank Holder- B.com**

Best Student Award

(MSN Institute of Management & Technology)

Academic Excellence

(MSN Institute of Management & Technology)

First prize – Finance Game of Jeromia 3.0

(National Level Management Fest conducted by Bishop Jerome Institute, Kollam, Kerala)

Interests

Travelling
Cooking

Languages

English | Malayalam

Reference

Dr.Madhu.R
Principal, MSNIMT, Chavara, Kollam
Contact No: 9847435099
Email: madhumsnimt@gmail.com

Dr.Vivek.S.A
Placement Officer, MSNIMT, Chavara, Kollam
Contact No: 9961493222
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Declaration

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

Trivandrum
01 March 2023

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