

**Sai Vamshidhar**

Block 7 Flat no 203 Prajay gruhatara apartments Kompally Hyderabad Telangana - 500014..,

**Profile Summary**

- Finance professional with 3 years of experience into Investment banking and Investigator Management Solutions
- Strong knowledge on reconciliation and investigator management solutions
- Strong middle office knowledge gained by working in Client support team in CSUS at UBS Investment Bank.
- Effective client relation management skills earned by working with Client support team Cash Equities for US region in UBS LLC
- Global Exposure to finance world with significant work experience.
- Knowledge of products and activities done by Canadian side and US in Investment banking.

**Work Experience****Syneos Health – May 2019 – Till Date**

**Syneos Health** is a fully integrated biopharmaceutical solutions organization. Created through the merger of two industry leading companies – INC Research and inVentiv Health

**Designation: IMS Reporting Specialist I**

- Processing and Managing Investigator Payments in various CTMS Tools like IMPACT, Clinpay etc.
- Work with internal team to ensure appropriate funding prior to administering payments.
- Performs data mining activities to compile and validate data accuracy.
- Works with sponsor systems and applications as required by the project
- Ensures advance funding is received from sponsors before site payments are processed
- Ensures department stays in compliance of all Sarbanes Oxley controls
- Updates department SharePoint site and internal trackers
- Creates, Maintains and reconciles MS Excel project payments trackers as necessary.
- Researches, Compiles and creates necessary information as required in support sponsor invoicing

**Wipro Limited ( UBS ) - August 2016 – May 2019**

UBS, One of the world's leading financial firms offering services to Global Client base with Wealth Management, Investment banking and Asset Management Business.

**Designation: Analyst, Client Support US /CANADA Cash Equities**

➤ **Canadian client support & US Client support**

- As a middle office function, the process mainly involves correspondence with client, Settlements team and front office to settle the trades by providing a dedicated booking and account management function & delivery of high quality day-to-day operational service in line with clients' requirements, while maximizing our internal efficiencies.
- Working on different trades in identifying the exception on different queue and resolving it.
- Monitoring on requests from Repo chat channel and emails.
- Escalating the aged trades to Sales / Middle Office as per escalation procedure.
- Making monthly report to identify the genuine High-level\Unallocated trades and working with data team to setup the same

- Account opening for the client for trading with new sub – accounts on daily basis.
- Enhancing account opening for clients who trades in US and Canada without creating dupe account.
- Doing a periodic KYC review of clients on the mail received from KYC team.
- Running FMC files to check the domestic and international trades if any done by Canadian clients.
- Searching for sanction entities trading in Canada from the file received from Office of Foreign Assets & control

➤ **The Middle office functions include:**

- Sending the trade confirmation via E-mail, Fax, Electronic Way( ETC )
- Handling Client queries related to bookings, settlement issues, confirmations and exceptions.
- Booking of trades, sending trade confirmations based on the trade information received from the client, Front Desk, Traders.
- Chasing clients for discrepancies in Settlement Instructions.
- Booking the trades and sending trade confirmations to the clients.
- Handling Escalations from Clients.
- Preparing SOD and EOD reports and disseminate to appropriate demographic entities.

## Achievements

- Handled Canadian process alone after training for the initial month.
- Appreciation from Canada onshore for handling the process effectively and efficiently.
- Received Spot award for Q2 2017.
- Received Star of the Month award for 2018
- Received appreciation from Senior leadership of Syneos health IMS team

## Projects

- Helping hand to one of the Analyst in Triana Project.
- Playing vital role in Data Cleanup Project Offshore.
- Mapping of client's new sub accounts in oasys direct, so that trades match STP.

## Technical Skills

- Oracle, Clinpay.
- MS-Word, MS-Excel, MS-PowerPoint and MS-Outlook
- Technical Proficiency in **Windows 2000/2007/XP and Microsoft Office**

## Qualification

- **Master of Business Administration (Finance and Supply Chain Management)**  
Bharti Vidyapeeth deemed university – Pune 2016

## Personal Details

- **Languages Known:** English, Hindi & Telugu.
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