Kota Swathi Email: Swathikota1997@gmail.com

Mobile no:7675952673

**CAREER OBJECTIVE**:

To work in a challenging environment that would utilize my overall abilities and skills which will help my career growth in prosperous manner.

**EDUCATIONAL QUALIFICATION:**

**PGDM:** Post graduate diploma in banking and operations, NIIT-IFBI, Hyderabad.

**Grade:** Excellent

**B.Sc (Maths, Statistics and Computer Science):**

Aditya degree college, Visakhapatnam (2014-2017)

**CGPA:** 8.06

**Intermediate:**

Narayana Junior College, Visakhapatnam (2012-2014)

**Score:**86%

**Class 10th, SSC:**

Minerva Public School, Visakhapatnam (2011-2012)

**GPA**:8.8

**Certifications:**

* Certified in V-A mutual fund distributors module from National Institute of Securities Markets.

**Technical Skills:**

* Accounts payable, Accounts receivable, General ledger, Bank reconciliation.
* Well versed knowledge with Microsoft office kit like Microsoft word, Microsoft PowerPoint, Microsoft Excel, Advanced excel, Excel VBA-Macros, SQL.
* Complete knowledge on I-Core (Finacle) Application.

**Work Experience:** Presently working with ICICI Bank as a senior officer for banking operations since October 2018.

**Role:**

* Manual bank reconciliation, Online reconciliation and cash journal accounting.
* Handling and making decisions regarding daily activities relating to reconciliation of collection accounts under cash management services.
* Transaction processing, Client and vendor management.
* Mis and aging preparation including day end closing and month end activities.
* Reviewing and reconciling NEFT, RTGS and responsible for Bank way transactions.
* Creating general ledger account groups and GL document postings.
* Parallel accounting-Leading and non-leading ledgers.
* Balance interest calculation
* Maintaining field control status for GL master records and transaction postings.
* Vendor payment terms, vendor down payment and credit memo process.
* Customer account groups, down payment receipt process.
* Maintaining status profiles and settlement of internal transactions.

**Rewards and Recognition:**

* Customer Samrat awards for detecting duplications and resolving discrepancies.
* Excellence award for developing module for reconciliation automation.

**Personal Profile:**

**Father’s Name:** Kota Venkateswara Rao

**Date of birth:** 6TH August 1997

**Strengths:** Communication skills, Quick learner, Adaptability, Teamwork.

**Languages Known:** English, Hindi and Telugu.

**Declaration:**

I Hereby declare that the above cited information is true and correct to the best of my knowledge.