|  |  |
| --- | --- |
| Talented Senior Financial Analyst with an exceptional background in the areas of Reconciliation/Treasury & Securities Operations/Risk Management/Financial services and Investment Banking that remarkably improve organizational decision making capabilities resulting in increased profitability. Demonstrated track record providing comprehensive financial reporting and analysis to senior management. Possess keen understanding of financial planning, accounting, analytics, and investments. Skilled communicator, able to build strong working relationships with coworkers and clients.  **Experience**  **2019- 30th June’ 2020 : Lead Treasury Analyst**  **IBM REDHAT INDIA PVT. LTD. (Managed Treasury department for IT industry)**  Key Responsibilities   * Review and reconcile all previous day transactions within the treasury workstation (Kyriba), GL mapping, Scheduling reports, updating forecast numbers into Kyriba * Verify banking instructions on wire requests for accuracy and initiate TP wires. RTGS/SWIFT instructions towards vendor’s payment to be sent before market cut-off. * Assist with opening and closing bank accounts, changing signers on accounts, and general bank account maintenance * Monitor fund position of all APAC accounts and diversify excess funds for investment opportunity * Prepare monthly, quarterly, and annual forecasts of cash flows for some entities across APAC. Monthly cash flow managed ( inflow and outflow separate) : In flow - approx 850M, Outflow - approx 700M ( Figures varies month to month & quarter to quarter) & Daily Variance Analysis. * Manage commercial banking relationships with local partners related to existing accounts and new opportunities * Ensure that all FX trades are correctly matched and settled with counterparties, Evaluate relative FX rates and forecasts to support hedging and cross-border activities * Closely work with internal Tax, AP, AR, GL,Payroll teams.   **2016- 2018: Sr. Forex Executive**  **MERCURY FOREX ( FX management & treasury operations for Travel Industry)**  Key Responsibilities   * Foreign Exchange Management : Monitoring various currency/ cross currency exposures of the Company to determine the risk exposure arising out the same * Publishing of daily funds position report, Currency/TC card rates to the branches and franchise. * Preparing Daily & Monthly MIS in respect of Treasury Function/Quarter Sales analysis report, financial reports, charts, tables and other exhibits as requested * Reconciliation of Forex Card business activity with a partner private bank and branches independently and resolving reconciliation breaks. * NOSTRO Settlement, Booking rates and Processing WIRE transfer, Encashment Knocked-off against credit received * Pan India Finance & Account Management * Arranging KYC documents/ Filling audit reports& agreement/ Due Diligence preparation   **2015-2016:Treasury Services Advisor**  **BANK OF AMERICA**  Key Responsibilities   * Client engagement and facilitation of relevant client documentation required for the business controls * Identify, resolve and discover root causes through research and analysis to provide solutions to basic and complex service requests in a timely manner with error-free quality. * Complete deliverables and reporting/escalation * Responsible for attention to detail, accuracy and completeness of documentation * Ability to work in a fast-paced environment and balance priorities from internal business partners * Highly proficient in Microsoft Excel to provide analytical reporting * Understand, apply and constantly keeping abreast with the bank’s system security policies and practices.   **2010-2015: Sr. Finance Associate**  **STATE STREET SYNTEL SERVICES PVT.LTD.**  Key Responsibilities  **Applications:MCH, GTM, GTSS, GRS, RKS, Omega Alert and CTM, Custody Websites, PIMS, GoRec, Geneva, Kondor, GoWire, GoCheck**   * Trade Communication, Trade Confirmation, Reconciliation and Setting up New Brokers & New Accounts, Premium Pricing & Fair Value Pricing, Cash Forecasting, Cash Management and Trade Execution & Settlements, Fail Trade Investigation & Reporting. * Daily/weekly reporting mails send across to client and client service to validate number of trades done in portfolio for multiple clients. * Daily trade settlement is done to ensure that all the trades booked by Fund manager would match with brokers and instructions communicate to custodian before market cutoff for clients AXA, DeamSG, KIC, PBI. * Duly check of settlement location and available holding for the instructions released to the custodian. * Initiate settlement of trades as per SLA (Service Level Agreement). * Timely escalation to the client and client service for unidentified wires. * Collecting relevant documents for auditing & publish same to audit management for review. * Inform client and client service for the expected overdrafts that could be caused due to failing trades. * Follow up with the Prime Brokers/Fund Managers to seek clarifications on outstanding breaks * Trade confirmation with counterparties and Preparing and Releasing Wires to the custody for cash movements. * Uploading Trades into the system either manually or through auto loading of files received from client /Fail trade monitoring and settlement. | **NiveditaGopal Manjrekar**  **Personal Data**  **Address:**  Sandhurst Road, Mumbai  **Mob No.**+91 7039956260  **E-mail:**  [**nivedita.manjrekar@gmail.com**](mailto:nivedita.manjrekar@gmail.com)  **Social Media**  **LinkedIn:**  **Top of Form**  [**www.linkedin.com/in/niveditamanjrekar**](http://www.linkedin.com/in/niveditamanjrekar)  **Work Authorization**  **Holding valid B1/B2 10years US visa**  **Key Skills**   * A formal accounting qualification & Reconciliation * Interpersonal skills * Ability to communicate * Financial Reporting * Analytical ability * Problem-solving skills * Management experience * Project Management ability   **Certificates**  Diploma in Computer Application, Accounting & Tax Management  **Languages**  English, Marathi & Hindi  **Interests**  Traveling  Reading  Listening Music  Internet Surfing  **Technical Skills**  Proficient with computer hardware  & software and able to pick up new  programs related to my job  **Achievements**   * Received recognition and appreciation from client on quick motion of queries. Always acknowledge the performance by higher management with good performance rating and yearly appraisal. * Selected twice to migrate new projects of **Domestic client Deutsche Bank (Bangalore) International Client State Street-Pinebridge(Sydney).**Settled both the projects successfully in India. * Received appreciation on preparing SOP’s on new project migration. * Awarded as “Titan of the Month” for December 2010.   **Education**  May 2010: **M.com** from Mumbai University  May 2008: **B.Com** from K.J.Somaiya College of Arts & Commerce |

**References**: References are available on request

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

Date:

Place:

Nivedita Gopal Manjrekar