

**Shruti Nair**  
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**Job Objective:** finance analyst, Relationship Manager, Quality Checker preferably in Finance sector .

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#### Finance analyst – An Overview

##### 3.5 years of experience in the areas

Finance analyst,

Relationship Manager

Quality Checker

- ✓ **Worked as Senior Associate \ Quality checker for one of the leading service delivery company in IT consulting industry**
- ✓ Processing client's redemption instruction under Money out process
- ✓ Money Out process successfully migrated to ease the redemption process

#### Area of Expertise:

##### Finance analyst (Operational):

- ☐ Ensuring completion of assigned tasks on time
- ☐ Working as a backup and assigning tasks to team members
- ☐ Quality checking of completed tasks before they go through trade cycle.
- ☐ Calculation of processor requirement for BAU tasks.
- ☐ Timely training of team members on procedure and system updates.
- ☐ Solving queries of team members with regards to processing transactions & BAU tasks.

#### Achievements .

- ☐ 2 Spot Recognitions
- ☐ 1 Syntel Champ in May 2018
- ☐ Client appreciation For timely deal closing

#### Organizational Experience:

Since October , 2016 till June 2017 EDELWEISS Financial Service.Ltd.

**Company Profile:** EDELWEISS Financial Service.Ltd.

**Junior associate**

**Role:**

- ☐ Originated, reviewed, processed, closed and administered customer loan proposals.
- ☐ Managed Top Channel partners in Mumbai.
- ☐ Empaneled new Channel Partners, Trained and Generated Fresh Business.

- ☐ Consistently contributed to an average of Rs.1.5 CrBusiness per month.
- ☐ Consistently Maintained Higher IRR
- ☐ Cross sell of insurance in 80% of the cases

Since January '2018 till December 2019 ATOS SYNTEL Pvt. Ltd

**Company Profile:** Atos Syntel is a division of Atos and a multinational provider of integrated technology and business services

**Senior Associate (Quality Checker)**

**Role:**

- ☐ Placing Redemption, Subscriptions, Transfers and switch instructions for Individual as well as corporate clients.
- ☐ Ensuring completion of assigned tasks on time.
- ☐ Working as a backup and assigning tasks to team members
- ☐ Quality checking of completed tasks before they go through trade cycle.
- ☐ Solving queries of team members with regards to processing transactions & BAU tasks.
- ☐ Working on DMD Input/Output [AML letters and DMD vetting].
- ☐ I am part of document management division wherein we analyze client's instruction and push it to concerned department for processing.
- ☐ DMD is first department in trade cycle.
- ☐ Processing clients redemption instruction under Money out process.
- ☐ Money Out process successfully migrated to ease the redemption process.
- ☐ Currently serving under Investor services department.
- ☐ We also analyze client's legal status detail as per UK regulations for each investment to avoid money laundering.
- ☐ Ensuring completion of assigned tasks on time
- ☐ Working as a backup and assigning tasks to team members
- ☐ Quality checking of completed tasks before they go through trade cycle.
- ☐ Calculation of processor requirement for BAU tasks.
- ☐ Timely training of team members on procedure and system updates.
- ☐ Solving queries of team members with regards to processing transactions & BAU tasks.

Since May '2021 till November 2021 RTW GLOBAL LOGISTICS PVT LTD

**Company Profile:** RTW GLOBAL LOGISTICS PVT LTD

**Executive Auditor**

**Role:**

- ☐ Protects assets by ensuring compliance with internal control procedures and regulations.
- ☐ Ensures Compliance with established internal control procedures by examining records, reports, operating Practices and documentation.
- ☐ Verifies assets and Liabilities by comparing items to documentation.
- ☐ Complete audit workpapers by documenting audit tests and findings.
- ☐ Prepares Special Audit and control reports by collecting, analyzing and summarizing operating information and trends.
- ☐ Communicate audit finding by preparing a final report discussing findings with auditees.
- ☐ Experience in CargoWise Training System

**IT Skills:**

Office suite : MS Office (Outlook, , Excel, Powerpoint)

Tally : TALLY ERP 9

**Academic Credentials:**

- ☐ **MBA** Mumbai university 2016
- ☐ **BCOM** under Mumbai university 2014
- ☐ **HSC** in Mumbai university 2011
- ☐ **S.S..C.** from Maharashtra board of Mumbai 2009

**Personal Details**

Date of Birth : 6<sup>th</sup> November 1993

Marital Status : Single

Languages Known : English, Hindi, Marathi and Malayalam.

Nationality : Indian

Passport Number : N2936236

Visa Type : Tourist Visa