

ANUSHA VINOD KUMAR

Service Planner I

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Professional Summary

- Overall 4+ years' experience working in an Oil field service company and investment banking firm.
- OTC (order to cash), Middle office operations, equities execution, OTC trade valuation, derivatives documentation, asset servicing, claims and trade processing, securities lending, collateral management, and data management.
- Ensures that deals negotiated during financial transactions are processed, booked and correctly executed.
- Client facing, Client Relationship Management, payment processing, controlling, confirming and settling the firms and client's transactions to a high quality standard.
- Capable of gathering/updating data to maintain Client records and databases.

Employment Details

Service Planner – Sperry Drilling Services, Production Enhancement & Testing and Subsea, Halliburton Worldwide Limited

**09/02/2020-30/11/2020
Abu Dhabi**

Roles & Responsibilities

- Plan and schedule work orders to meet customer requested delivery dates.
- Drive on time and accurate invoicing for all service Centre product orders.
- Cross checking and requesting updates for price lists for any updates on prices.
- Creating, updating, tracking and following up on SOs.
- Upon job completion & receipt of signed job ticket package, handover documents to Service Supervisor and coordinate for accuracy review.
- Update sales order with actual material utilization
- Transfer balance material to a new Sales Order (to be used for any upcoming jobs)
- Coordinate with Warehouse for ZMSO process.
- Complete ZMS4 process to ensure no goods remain open on consignment
- Provide COGS details by Sales Order to PSL Manager and update the same in Revenue Tracker.
- Create Credit Note, Debit Note and notify F&A for billing.
- Resource scheduling with accurate start and end dates.
- Work on clearing Open Sales Orders and provide updates to F&A on a bi-monthly basis
- Attend monthly OTC meetings to discuss and resolve issues faced during the month.
- Liaison with Plant Maintenance, Materials management, Procurement and Finance, as necessary.
- Ensure compliance with HSE regulations & guidelines.
- Familiar with SAP usage.

**Senior Analyst – Equities Execution Services(Pre-matching & Fails, Allocation)
Goldman Sachs**

**15/01/2018-17/08/2018
Bangalore**

Pre-matching Roles & Responsibilities

- Pre-matching team is responsible for ensuring all trades Unmatched or Mis-matched and matched in the market by follow-up on S (Settlement date) and a business day before settlement date(S-1)for sensitive markets with clients/settlements/Middle office/Sales Person/Traders.
- The objective of Monitoring S-1 and S is to capture trades which are mismatched/unmatched and follow-up/amend them where possible by liaising with the sales/clients/LDN and FFT middle office to match the trade with the counterparty and to settle the trade on Settlement Date.
- Pre-matching for all Equity unmatched trades executed for London and Frankfurt clients.
- Handling client queries on Trade settlement.
- Working with sales/LDN/FFT middle office on trade/booking discrepancies.
- Familiar with application's like Alert, IAM, E-task SSI Tool, Euclid, NEWT, corona, hydra, sport.

Allocation roles & responsibilities

- Allocate trades to the appropriate client account to process the trade for the settlement. Allocation process happens every day.
- Hydra has been introduced as allocation system for high touch flow, and sport for low touch flow. Trades cant remain unallocated.
- Need to capture booking states like allocated, allocation failed, block failed, booked, ready, suspended and confirm states like affirmed, cancelled, failed, shaped , etc.

Senior Analyst - Securities Lending(Controls ,Collateral)
Goldman Sachs

31/08/2017 – 12/01/2018
Bangalore

Controls Responsibilities

- To work in reduction of firms risk by identifying and clearing the breaks in a timely manner
- To timely action request from desk, counterparties to avoid any risk on economies of trade
- To work with desk to reduce any breaks to interlinked processes within the division
- To work with internal team and trading desk to reduce the risk by identifying and correcting the breaks in a timely manner
- To make sure the start to end functions works in a smooth manner.

Collateral Management Responsibilities

- Monitor all account activities and ensure the exposures are flattened everyday by either receiving or paying collateral
- Processing Mark to mark every day to maintain the collateral level
- Manage different types of collateral - Cash, Non Cash and Triparty
- Identify and resolve all issues on a timely manner. Coordinate with management whenever required to resolve breaks and inform Credit Management in case the value of the breaks are high.

Derivative Analyst - Documentation
Deutsche Bank

18/07/2016 –18/07/2017
Bangalore

- ❖ Identifying and resolving discrepancies on external council legal drafted confirmation of rates asset class trades in OTC Derivative Documentation.
- ❖ Involves review of legal documentation and input of key parameters from the legal documentation into systems of DB. Examples of such legal agreements are ISDA, CSA etc.
- ❖ Chasing traders and clients regarding discrepancies.
- ❖ Draft OTC derivatives trade confirmations.
- ❖ Demonstrate technical acumen and accuracy ensuring confirmations utilize the appropriate ISDA definitions.
- ❖ Proactively partner with internal groups (Sales, Legal, Compliance and Trading).
- ❖ Partner with the legal department to agree upon appropriate templates for new structures.
- ❖ Producing trade confirmations & documentation and confirmation the trade with counterparties within the regulatory timelines.
- ❖ Interact with Deutsche Bank's internal and external clients and ensure accurate and timely delivery of services in line with KPIs.

Financial Analyst - Asset Management(Claims)
Goldman Sachs

31/03/2015 – 30/09/2015
Bangalore

- ❖ Transitioned & managed the dividend claims & Cash management process.
- ❖ Involved in and coordinate various operational tasks related to Asset servicing.
- ❖ Also have an interface with Global asset servicing teams and external counterparties to ensure the claims processing is performed in a timely manner.
- ❖ Helps in reducing ageing of claims balances subsequently minimizing risk and financial exposure we have with counterparties.
- ❖ Responsible for chasing, retrieving, booking and closing asset servicing receivables from both Sec lending and Institutional clients.

Financial Analyst - Global Investment Research (Core Data Management)
Goldman Sachs

8/12/2014 – 6/03/2015
Bangalore

- ❖ Work closely with analyst teams globally to:
 - Review and improve data quality of all analyst team financial models.
 - Collaborate with regional Tactical Research and Sustain teams to improve data collection.
 - Manage and execute data feed requests from sales/external clients while ensuring appropriate data quality controls are met.
- ❖ Worked with **database** and **entitlements** like Bloomberg, Thomson, etc.
- ❖ Familiar with software's like GSOE, IDHUB, GS 360, Smart, , DTC, Equilend, Pirum.

Resource Executive
New Era India Consultancy Pvt Ltd

2/07/2014 – 3/10/2014
Bangalore

- ❖ Responsible for End to End Recruitment process.
- ❖ Sourcing and Screening Candidates from various recruiting sources.
- ❖ Detailed analysis of the JD - to understand the client's requirement thoroughly.
- ❖ Develop talent pool through creative sourcing techniques including referral generation, mapping, head-hunting, networking, direct sourcing and advanced internet sourcing.

Educational Qualification

- **MBA (Finance & HR)** from CMS Institute of Management Studies affiliated to Bharathiar University, Coimbatore with 76% in 2014.
- **Bachelor of Business Management (Finance & Marketing)** from St.Agnes College affiliated to Mangalore University, Mangalore with 65% in 2011.
- **XII** from Ursuline Senior Secondary School(Commerce,CBSE), Kannur with 63% in 2008.
- **X** from Ursuline Senior Secondary School(CBSE), Kannur with 69% in 2006.

Academic Achievements

- Elected as the CEO of MBA Association "Impact".
- Was an active participant and member of 'Management Association' in college.

Work Achievements

Bloomberg Project

- Goldman Sachs entered an exclusive arrangement With Bloomberg Tradebook under which GS offers equities execution services to Bloomberg Tradebook's customers.
- Was among the 6 to be selected as part of the BBG POD in Bangalore during the period **31/08/2017 – 12/01/2018** which facilitated in providing execution services such as allocations and pre-matching of shares for these clients. Had regular engagements with the desk and clients to build good relationship and help with the integration.
- Update & improve our regional country profiles for the MENA and emerging markets, update sales & business at risk.
- Maintain & improve our MENA dashboard, close collaboration with EMEA team.
- Partnered with internal teams to identify root cause issues and fixed them to increase BBG STP rates, provide better client service and increase the scale of business.

Personal Details

Passport : U0475246 (DOE 26/12/30)

Old Passport : J6866198

UAE Driving License No : 2483336

Visa : Residence (Husband's sponsorship)

Date of Birth : 16/09/1990

Languages known : English, Hindi, Malayalam, Tamil, Kannada