

# JYOTHI

## CONTACT

✉ jyothiguddeti.23@gmail.com

☎ 9542846782

## OBJECTIVE

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As a highly skilled finance professional with expertise in trade monitoring, settlement, reconciliation, and corporate actions, I am seeking to leverage my extensive experience with financial products, including equities, derivatives, bonds, and mutual funds, in a challenging investment operations role. With a proven track record of resolving complex issues, managing global processes, collaborating with stakeholders, and ensuring regulatory compliance, I am eager to contribute to an organization that prioritizes accuracy, efficiency, and innovation in financial operations and client service.

## EXPERIENCE

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*March26 - Till date*

- **Finance specialist**

Goldman Sachs

1. Proficient in product setups across multiple asset classes, including equities (both common and preferred), IPOs, bonds, mutual funds, and derivatives.
2. Expert in handling product-related queries, including valuations, pricing, and regulatory reporting, as well as trading and settlement processes for client accounts.
3. Managed corporate actions efficiently, such as listings, delistings, ISIN changes, and ticker symbol updates for various financial products.
4. Experienced with GSET Report, BBG IFA, and Reuters IFA, ensuring accurate reporting and analysis.
5. Monitored daily core metrics and tracked global pending tasks to ensure smooth operations.
6. Handled and resolved client queries through ticket management systems, delivering prompt and effective solutions.

*May2023 - Oct2023*

- **Senior Analyst**

Northern Trust

1. Processed daily payment files and wire transfers independently, collaborating with custodians and brokers to ensure the timely execution and receipt of all payments.
2. Maintained adherence to SLA and quality standards, ensuring daily preparation and submission of detailed checklists to management for performance tracking.
3. Resolved and documented exceptions related to aged breaks, providing comprehensive narratives to address discrepancies.
4. Conducted daily portfolio reconciliations, including trade, position, and total equity reconciliation, with a focus on exchange-traded derivatives in coordination with brokers.
5. Delivered prompt and effective client support, responding quickly to inquiries and proactively working to find solutions to client challenges.

- **Analyst**

Socitie Generale Global Solutions Pvt Ltd.

1. Supported investment teams by overseeing trade monitoring, trade settlement, and implementing risk mitigation frameworks to ensure operational efficiency.
2. Facilitated the maintenance of trade static data, managing trade enrichment processes and handling trade exceptions with accuracy and attention to detail.
3. Performed comprehensive reconciliation analysis, including cash, asset, trade matching, and market value reconciliations, to ensure accuracy across accounts.
4. Engaged with multiple stakeholders, including onshore clients, to streamline processes and resolve queries efficiently.
5. Resolved queries related to complex financial instruments, such as OTC derivatives, equity derivatives, warrants, and bonds, providing expert guidance.
6. Addressed and resolved FOBO breaks, stock breaks, and cash breaks, conducting analysis on complex transactions and identifying optimal solutions.
7. Acted as Global Process Owner for TSU backend operations, ensuring high standards of process management and efficiency.
8. Managed product life-cycle events, including warrant increases or decreases, issuances, and maturity events with precision and accuracy.
9. Provided timely and accurate resolutions to inquiries from the sales, trading desk, and trading support units, ensuring seamless communication and support.
10. Reviewed and submitted end-of-day reports and tracked outstanding trades, delivering Key Risk Indicator (KRI) updates to senior management.
11. Supported trading activities by delivering detailed reporting, addressing daily requests related to position management, reconciliation, corporate actions, risk management, and gap analysis.
12. Ensured all corporate action events, including income events, were accurately captured, validated, and processed on time.

## EDUCATION

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2019-2021

- **MBA**

Jawaharlal Nehru Technological University  
70%

2016-2019

- **Bachelor's of commerce**

Acharya Nagarjuna University  
72.9%

DEC2020

- **CMA Inter**

Indian institute of cost Accountants of India  
60.75%

## SKILLS

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MS- Excel, Power point



Beginner of SAP FICO



Tally



## PROJECTS

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- **Worked on project - Performance Evaluation of 5 selective Mutual Funds with reference to Zerodha Stock Broking Ltd Bangalore**
  - Analysed the funds with respect to return & risk
  - Analysed the investing opportunities in respective funds

## ACHIEVEMENTS & AWARDS

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- Received SPOT award for commitment and dedication for keeping break under control and effective management of queries raised by FO MO and maintaining 0 breaks in month-end KPI file.
- Secured 84 Marks in cost accounting in CMA INTER.
- Secured 94 marks in law at graduation level.
- Taken best project award in University in the stream of finance.