



RASHMITHA NAYAK

Financial Analyst



rashmithanayak730@gmail.com



8618163603



Jai Malhar society RM47
Apartment - 2, 2nd floor
Sambhajinagar road
Chinchwad Pune - 411019



TECHNICAL SKILLS

Completed Advanced MS Office (Excel) MS Word course and at Rudset Institution Ujire.



CAREER OBJECTIVE

To work in an organisation which can provide me with varied opportunities to expand my knowledge and improve my skills and learn and grow while working towards the organizational goals.



EDUCATION

Vijaya college, Mulki

Bcom

62.80%

2016



EXPERIENCE

Accenture Pvt Ltd

Financial Analyst

02/05/2017 - 21/06/2018

Process Associate



PROJECTS

In utility deal

7 months

- The Client - Linsco/Private Ledger (LPL Financial Services) offers fee-only brokerage and markets stocks, bonds, mutual funds, annuities, insurance and other investments, plus trust and financial planning services.
- The Client Technology Management Process in LPL involves enabling more than 14,000 financial advisors fulfilling request to create shell account and provides initial access to prospects in the system and verify the mandatory training completed and provide access to trading and other areas within Branch Net, and also to various product such as Portfolio Manager, Portfolio

PERSONAL STRENGTHS

- Self motivated
- Motivating people
- Good listener
- Team Work Skills
- Flexibility and Adaptability
- Loyalty
- Responsible
- Learning agility
- Goal oriented

Rebalancing Tool, S&P Product, few third-party tools like Morningstar, Retirement Tool Suite upon requests received .

- Ensured that all SLAs are met on time as agreed in contracts/SOW thereby ensure Zero service credits.
- Processing Requests daily, accurately and on time, while maintaining appropriate control measures to manage risk.

In Financial and accounting deal

7 months

- Working in the Cisco team as Invoice processing in accordance to company's policies and procedures.
- Processed all types of PO invoices, NON-PO invoice, and urgent payment request and credit memo's for US and Canada entities.
- End to End responsibility on Research activity (incorrect billing address, incorrect amount, currency conversation, approving urgent request, missing processing details)
- Quality Check & Auditing for the invoices processed by team, rectifying and validating.
- Able to complete the assigned workload on time frame provided on a day-to-day while concentrating on minimizing error to enable to give in good quality and production.
- Execute process knowledge in the production rings by meeting the TAT, OTP AND deliverables as per the SLA.



ACHIEVEMENTS & AWARDS

Client Appreciations and Award for The Excellence in Production and Quality from Onshore.

Spot award received for best performer in the previous organisation.

NSS State Level Youth Festival and secured 2nd prize for Folk Dance held at Gulbarga.



PERSONAL PROFILE

Date of Birth : 30/03/1996

Marital Status : Married

Nationality : Indian

Known Languages : English, Kannada, Hindi, Konkani and Tulu

Hobby : Dancing, Drawing, Cooking, Listening to music, and Yoga.

Hometown : Padubidri, Udupi



DECLARATION

I hereby acknowledge that the above information is correct to the best of my knowledge.

RASHMITHA NAYAK