

# Sushana Adurthi

Operations & Client Services – Banking and Finance

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## CORE COMPETENCIES

- Operating Infrastructure
- Corporate Finance
- International Accounting Standards
- Strategic Planning
- Competitive Market Positioning
- Risk Management
- Due Diligence
- Investment Applications
- KYC & AML Compliances
- Capital Market
- Loan Management
- Understanding of Equity
- Equity Linked Notes
- Derivative & Fixed Income

## PROFILE

“Corporate finance executive with the ability to achieve optimal economic capitalization through planning and relationship management.”

Driven and well acknowledged finance executive with expertise in operations, business development, international accounting standards, risk assessment, due diligence, competitive market positioning, clearing process, trade operations, financial services, MIS & documentation, relationship management and client servicing, delivering positive outcomes with strong and sustainable gains. Talented and inventive professional with a proven track record of accelerating revenue and customer satisfaction growth through strategic and tactical development of structural operations, policies and procedures, creating business growth and market development fostering performance improvement. Capitalizes on cross-functional team leadership examining economic trends and profitable areas of growth. Identifies and capitalizes on customer retention by ways of streamlining customer success programs, to propel an organization to the top tier of its industry.

## OPERATIONAL EXCELLENCE

- Process Analysis
- Process Roadmap
- Process Improvement
- Process Documentation
- Internal Analysis
- Data Analysis
- Pre-Sales Support
- Resource Management
- Market Research
- Systems Implementation
- Key Account Management
- Vendor Relations
- Capital & Operational Budget

## WORK EXPERIENCE

April 2013 to July 2017

Pune – India

Senior Executive  
BANK

- Efficiently managed her desk and work allocations in coordination with other operation teams/units.
- Leveraged remarkable back-up in the absence of Officer In-charge in managing the unit deliverables.
- Researched, analyzed, and facilitated enterprise decision making processes creating corporate vision for long-term growth themes and holding company mediation.
- Directed and consolidated corporate credit and leveraged account receivables and sundry payables, ECS, Outward Authorization and Quires for 11 Locations.
- Seamlessly handled her BAU along with Outward Grid presentation for the West Region in India exceptionally well during high volumes.
- Core part of the UAT testing for the clearing zone maintenances PAN India, in close coordination with lose with multiple support teams for Flex, E-Ics and Orbit. Total 192 maintenances for 27 locations in Production and 176 maintenances for 26 locations in UAT were performed.
- As a pivotal part of the Citrix SVS verifier sanity testing team, successfully signed off Citrix SVS verifier application sanity from Xenapp6.5 environment.
- Involved in Oracle to Linux platform migration testing, performing a pre-production sanity for the new set-up for E-Ics application on Linux platform was raised.
- Managed end-to-end review of EUC SL802CT Auto Notepad updation for TTS Operations for its applicability and usage Pan India.

## ACADEMICS | IT SKILLS

- 2006: Bachelor's of Commerce from Rajeev Gandhi College APS University Rewa.
- 2006: GNIIT from NIIT Pune
- CITRIX
- MS – Office Suite

Select Achievements:

- Rated as Outstanding Performer for the year/
- Recognized for exemplary performance and setting standards through the Dazzle Award.

# Shraddha Mishra

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March 2011 to December-2012

Process Associate

ABC LTD

Client: National Health Services

- Formulated and initiated extensive statistical analysis utilizing data to create process improvements in Family Health Care Services for National Health Services, optimizing, evaluating, developing, and implementing corporate best practices to mitigate risk and net losses.
- Conceptualized and originated streamlined process and procedures ensuring payments, invoices, receipts and documentations were maintained flawlessly and sequentially. Contributed to all aspects of payments, discrepancies, account closures, reporting and process training for new team members.

Select Achievements:

- Rewarded for accuracy and high productivity.
- Appreciated by the management and the clients from maintaining 99.9% accuracy in respective tasks.
- Appreciated for meeting client requirements on time.

February 2010 to January 2011

EFG P LTD

Associate Internal Reconciliation

Client: State Street Bank

- Led the region holding ownership of the accounting team, WIM&CS, QTP, DBRIV, CORP Action, Globe Income, Investor Cash Services.
- Responsible for SLA and cash recoil for daily funds.
- Worked on centralized MIS, generating and streamlining cash, SMAC. BGSA reports.
- Handled Fire policy report and Trend files periodically.
- Documented cash & shares trends report for clients.

August 2006 – August 2007

Executive Trainee – Clearing Department

EFG BANK

- Responsible of liaising with other banks for Amount Receivables.
- Documentation of All cheques returned to Customer.
- Participation in Internal Bank Audit.
- Inventory Management & Inward and Outward Clearing.
- Collecting MIRC / High Value / Inhouse cheques at deposit counter.
- Handing over RBI Cheques to customer from the counter.
- Reconciliation of maintaining proper record for data i.e. high value cheque & Transfer cheque.
- Taking care of sending document to Record Management Unit.