



CHETNA PUTHRAN

Date of Birth : 03-11-1979
Status : Married
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EDUCATION

Completed Masters in Business Administration in Finance from S.I.E.S with affiliation from South Hampshire University, UK. (2004-2006)

Completed Bachelor's degree in commerce. (2000)

ACHIEVEMENTS

- Appreciated by senior management for cost avoidance of approx \$ 1mio for the bank for a critical entity.
- Partnered with global team for building strategy in developing global model for the team and spearheading the Asia strategy project and getting stakeholders together for discussion and process analysis.
- Partnered with Risk & control team to develop and ensure seamless fallback strategy across teams and built in test scripts for the process which saw global platform change in systems.
- Was awarded Team of the Quarter while working for Credits & Rates team
- Was recognised and awarded for improvising KPI circulation and GARS raising effort for the department

CAREER SNAPSHOT

Tree Tops Investment Limited	Dec 2014 till date
Delmonte Foods FZE UAE	Feb 2014-Oct 2014
JP Morgan Chase India Pvt ltd	Jan 2005-Feb 2012
Trinity Computers processing (I) Pvt Ltd	Apr 2001-Dec 2004
ICICI InfoTech (Credit Cards)	July 2000-Mar 2001

Client Name : Tree Tops Investment Limited

- Portfolio management for High Network Client
- Handling bank accounts and bank queries.
- Initiating wire transfers on request for payments
- Mail management for Client
- Promptly following on mails and queries.
- Reconciliation of bank accounts for clients and highlighting discrepancies.

Client Name : Delmonte Foods FZE UAE

PROVEN JOB ROLE : FINANCE

- Daily reconciliation of Client statement for UAE Local and export & KSA clients.
- Allocation and Matching of receivables for UAE client to provide timely statement to cover exposure for the firm on a daily basis.
- Posting of Current and Post Dated cheques in SAP to allocate funds on timely basis.
- Posting of Ledgers in SAP for UAE customers.
- Promptly following up on Client query to ensure resolution of discrepancies.

- Assigning Rebates to customer on monthly basis to access deductions by clients.

Client Name : JP Morgan Chase India Pvt Ltd

PROVEN JOB ROLE : TREASURY OPERATIONS

- Daily reconciliation of position to ledger of Primary/ Secondary nostros for ASIA/EMEA entities.
- Identifying Funding errors are identified at an individual level and issued to the appropriate business on a daily basis.
- Providing funding figures to Treasury as per currency cut-offs. Liaising with LOBs/Traders to ensure accounts are funded timely and accurately.
- Identification of daily recovery charges.
- Creation of Risk reporting reports for head office. Creation of MIS trend analysis for distribution to stakeholders.

PROVEN JOB ROLE : DERIVATIVE SETTLEMENTS

- Ensuring all exceptions are assigned and/or investigated off on a daily basis.
- Ensuring that all mails received by the Client Focus team are replied correctly as per the TAT.
- Initiating weekly calls with global partners for addressing any issues to form global forum.
- Participating in process improvement initiatives.
- Producing management information reports.

PROVEN JOB ROLE :FUTURES & OPTIONS

- Job involves monitoring & analysing the Client statements. Managing the client A/c's of JP Morgan Asset Management. Reconciliation of Client A/c's with the Custodian's. Setting up receipt and payment templates based on the Client SSI's (Standard Settlement Instructions).
- Liaising with the London counterparts & advising them about any Client account in deficit. Liaising with & advising the Treasury department based in Sydney for the Cash funding & monitoring to meet the funding deadlines for each Currency.
- Preparing and updating KPI's (Key performance indicators) and MIS.
- Liaising with the AS400 Technical support team as a core member of the CI (Continuous Improvement) team.
- Conducting intense training sessions for the new joiners and to maintain learning curve.

PROVEN JOB ROLE : INVESTMENT BANKING – ACCOUNTING & CONTROL GROUP

- Preparation of Dashboard for the department for the daily, weekly and monthly Reconciliation performed by different teams in the department.
- Was a part of the GARS team for getting access for new joiners in the department
- Was a part of the Credits & Rates team and was performing reconciliation for the Rates process
- Monitoring / circulation of KPI's (Key performance indicators) such as delivery, Accuracy & TAT of reconciliations, to the senior management

Client Name : Trinity Computers processing (I) Pvt Ltd

PROVEN JOB ROLE : ACCOUNTS CONTROLLER

- To maintain Client Ledger and reconciling books of Client with Willis Books of accounts
- Collection of Premium from Client dealing with Willis
- Render monthly statements for reconciling the Willis ledger with those of the clients. Reconcile statements sent by the client with that of Willis.
- Check Debt chasing for the team to ensure the claims are collected on time and passed on to the clients.
- Preparing training schedules for new trainees in the team to make them understand new process related to Spanish clients that were solely handled by good self
- Was awarded 3 Tier Award for being the first team to be working towards effective collection of debts and team effort
- Was a part of the migration team for attaining training on complex Spanish client for 3 months in the year 2003

PROVEN JOB ROLE : MEDICAL BENEFIT ANALYST

- Analysing and processing of Medical Claims using technical expertise in medical terminologies
- Laying out developmental needs in technical area for trainees
- Setting up systems to help solve future doubts to new trainees on repeated difficulties to maintain productivity with accuracy.

Client Name : ICICI InfoTech (Credit Cards)

PROVEN JOB ROLE : CREDIT CARD VERIFIER

- Verifying the processing of credit cards before they were actually made available for sanctions
- Maintain Checks on the error rate so as to achieve minimal error rate during sanctions of cards

TRAINING & WORKSHOPS

- Completed “Basic Certification course on operations” involving Futures & Options within JP Morgan Chase.
- Completed a Course on “Continuous Improvement” within JP Morgan.
- Completed a course on Leadership Effectiveness and Development.

IT SKILLS

- Worked on an AS400 based system.
- Working knowledge of MS Office 98 & XP Professional.

LANGUAGES KNOWN

English, Hindi, Marathi, Kannada & Tulu

VISA STATUS

- Currently residing on Husband`s Visa.