

JYOTIRLING DATTATRAY FUTANE

Mobile : 9075769216

Email : jyotirlingfutane@gmail.com

CAREER OBJECTIVE

A dynamic professional and having experience in Position Reconciliation seeking a challenging assignment in a reputable organization in Finance and Accounts sector, where I can get the opportunities to expand my Learning Knowledge and skills while achieving personal and professional goals by accepting challenges.

WORK EXPERIENCE

○ STATESTREET HCL Private Limited, Pune

Project : Middle Office Reconciliation process

- Joined in Oct 2022.
- Position – Analyst.

Job Profile -

- Overseeing the quality of deliverables and managing Quality Assurance for the business.
- Addressing Client queries via email and providing them the details of Recon Team investigation for resolution of issues.
- Maintaining Monthly tracker to monitor the Quality of work.
- Responding Clients and counterparties emails successfully to avoid any issues in Daily Recon Process.
- Continuously seeking process improvement opportunities and implementing new ideas in a team.
- Working with internal and external teams to investigate the missing balance.
- Working experience on Corporate Actions(Mandatory and Voluntary) – Exchange offer, DRIP, Full Call and Partial Call, Stock on Loan, Stock Split, Spin off.
- Conducting New Breaks and missing balance investigation part.
- Downloading Custody and accounting reports, such as BNY Reports, NT Reports for investigation.

- Training new team member and creating training plans, assessment and modules to maintain the flexibility in the team.
- Successfully handling Day-to-Day Daily Position Recon Process.

SYSTEM USES –

TLM 2.7 : The tools used for Daily Reconciliation process.

MCH(Multi-Currency Horizon) - The tool used for checking Custody and accounting records

Portia : The tool used for checking and downloading the Reports from SSB Custody.

Excel : For working on reports.

Word : for working on EOD Screenshot.

TECHNICAL SKILLS –

- ◆ Hands on experience of handling Scanner, Printer and Copier to perform day to day work.
- ◆ Add new records, Verify, Correction, Edit and Changes.

PRODUCTIVITY TOOLS –

- ◆ MS Excel
- ◆ MS Word
- ◆ MS PowerPoint

STRENGTHS

- Positive attitude, honesty, punctual and responsible.
- Dedication to maintain the high standards of profession.
- Ability to adapt to changes, new ideas and technologies.

EDUCATIONAL QUALIFICATION

Degree	Institute/University	Year of Passing	Percentage
M.com	DAV College of Commerce, Solapur	2022	81%
B.Com	DAV College Of Commerce, Solapur	2020	78%
HSC	Kuchan Junior College Solapur	2017	78.92%
SSC	Lok seva Highschool, Solapur	2015	74%

PERSONAL DETAILS

Name	Jyotirling Dattatray Futane
Date Of Birth	30 th September 1999
Gender	Male
Marital status	Unmarried
Nationality	Indian
Languages	Marathi,Hindi and English
Contact Number	9075769216
Email ID	jyotirlingfutane@gmail.com

DECLARATION

I solemnly declare that the above given information is correct.

PLACE : Pune.

DATE:

(JYOTIRLING DATTATRAY FUTANE)