



stephenpraveennath896@gmail.com



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## EDUCATION

**MBA** (Finance & Marketing)  
**Sacred Heart College,**  
Tamil Nadu, India  
GPA: 7.3 (2017 - 2019)

**B.Com** (Commerce)  
St. Joseph's College,  
Tamil Nadu, India  
GPA: 6.5 (2014 - 2017)

## PERSONAL DETAILS

DOB: 26 Dec 1996  
Languages Known :  
English, Tamil,  
Malayalam, Hindi  
Nationality : Indian  
Marital status : Single

## ADDRESS

Abu Hail, Dubai.

# STEPHEN PRAVEENNATH A

## PROFESSIONAL SUMMARY

To seek an opportunity in a well-known organization that allows me to develop and enhance my skills, and become a valuable part of the organization's growth.

## PROFESSION

Assistant Accountant, Finance Analyst, Accounting Executive, Junior Accountant, Accounting Clerk.

## WORK HISTORY

**Senior Analyst,**  
**State Street Financial Group LLC** , Chennai, India.  
March 2021 - October 2022 (1.7 Years)

- ❖ Manage day-to-day financial operations of and provide strategic support to the company growth.
- ❖ Handle monthly, quarterly and annual closing, reconcile financial books including incoming and outgoing funds.
- ❖ Reconciling invoices and identifying discrepancies and Creating and updating expense reports.
- ❖ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- ❖ Update financial data ensure that information will be accurate and immediately available when needed.
- ❖ Tracking payments to internal and external stakeholders, Manage balance sheets and profit/loss statements
- ❖ General bookkeeping, including keeping track of receipts, payments and other financial transactions.
- ❖ Meeting with other executives to discuss client's project goals, progress and outcomes.
- ❖ Solve problems for clients by understanding and exceeding their expectations.
- ❖ Support senior accountant to prepare yearly and quarterly financial reports.
- ❖ Organizing weekly regular client meetings to ensure excellent customer service and developing relationships.

## SKILLS

- Analytical and problem solving skills
- Teamwork, Team Management
- Strong knowledge of corporate finance
- Strong decision-making
- Ability to gather financial data
- Financial Restructuring
- Active learning
- Critical thinking
- Strong written and oral communication.

## INTERESTS AND HOBBIES

- ✓ Sports (I'm a club level Football player)
- ✓ Outdoor Activities
- ✓ Volunteer Worker
- ✓ Clubs and social Activities
- ✓ Listening Music

## APPLICATION LIST

WSO, MCH, CAM, VMW, LoanOps, Loan service dashboard, Scheduler Assistant, MS Excel (advanced), Tally ERP.

## Analyst,

**State Street Financial Group LLC** , Chennai, India.

September 2019 - February 2021 (1.5 Years)

- ❖ Investment banking lending operations and payment investigating funds transfers and finance related queries.
- ❖ Responsible for booking buy trade and sell trade and fund transfer investigations global state street customers across several countries.
- ❖ Handling critical portfolio for daily processing of loan activities like loan syndication handling client interaction activities, query mails on a daily basis.
- ❖ Handles the daily cash breaks, stop breaks for the team funds.
- ❖ Receiving queries, request from clients regarding problems they faced in fund transfer such as unable to apply, non-receipt of funds, amendment, cancellation of funds, return of funds.
- ❖ Undertaking rollovers, rate fixing, repayments and Prepayments, Overpayments in accordance with Loan Documentation.
- ❖ Reaching out to agent bank for the position discrepancies and maintaining the portfolio's position match with client.
- ❖ Ensuring the reports are closed before the cut-off time for the portfolio to calculate NAV (Net Asset Value) on a daily basis.
- ❖ Processing buy trade wire out payments investigating over payments and under payments, duplicate payments. Perform daily reconciliation of cash received and processed and report for cash breaks.
- ❖ Making outgoing payments for buy trades via VMW (USD) and CCTX (Euro).
- ❖ Maintaining management related reports such as past due report and unapplied report.

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

## VISA DETAILS

Visiting Visa 2 months (Valid until 25 April 2023)