PRAJAKTA DUMBRE

Pune, Maharashtra |prajaktadumbre712@gmail.com

PROFESSIONAL SUMMARY

Finance Operations professional with 5+ years of experience in Investment Operations, Financial Reporting, Cash Management, and Reconciliation within the financial services industry. Experienced in handling banking transactions, cash and bank reconciliations, settlement support, exception management, and fund accounting activities. Proven ability to investigate and resolve reconciliation breaks, support financial reporting processes, and collaborate with fund accounting, custody, and operations teams to ensure operational accuracy. Exposure to Franklin Templeton fund operations and cash transaction processing, with strong knowledge of investment products, operational controls, audit support, and regulatory compliance. Proficient in Microsoft Excel with a focus on accuracy, risk mitigation, and process efficiency..

CORE SKILLS

• Bank Reconciliation • Cash Reconciliation • Cash Management • Banking Operations • Investment Operations
• Fund Accounting Support • Mutual Fund Operations • Transaction Processing • Settlement Operations • Cash Position Reporting
• Exception Management • Break Resolution • Account Reconciliation • Financial Reporting • Liquidity Monitoring
• Subscription & Redemption Processing • Corporate Actions • Custody Operations • NAV Support • Audit & Compliance Support
• Operational Risk & Controls • Stakeholder Management • Process Improvement • Microsoft Excel • Data Analysis

TOOLS & SYSTEMS

Tools & Technologies: SEI | Investar | Trust 3000 | Intellimatch | Canoe | Microsoft Excel (Pivot Tables, VLOOKUP, XLOOKUP, Automation) | Power BI | SQL | Bloomberg | JIRA | PEGA PRO | Salesforce | Global Workflow | EBR

WORK EXPERIENCE

Principal Global Services – Pune, India

Process Specialist | May 2024 – Present

Performed daily cash and bank reconciliations for investment accounts, ensuring timely identification and resolution of reconciling items.
Investigated and resolved unmatched transactions, cash breaks, and exception items through coordination with internal and external stakeholders.

Supported transaction processing, cash settlements, and fund-related operational activities while maintaining high accuracy levels.

Coordinated with fund accounting, operations, and custody teams to ensure accurate recording and reporting of cash movements.

Monitored cash positions and assisted in liquidity and funding-related activities for assigned portfolios.

Conducted detailed analysis of direct credits, debits, bank charges, and outstanding items to ensure accurate account balances.

Maintained operational controls, supporting audit requirements through proper documentation and evidence retention.

Ensured adherence to established procedures, service level agreements, and regulatory requirements in daily operations.

Assisted in preparation of financial and operational reports by validating transaction and reconciliation data.

Contributed to process improvement initiatives aimed at reducing reconciliation breaks and enhancing operational efficiency.

FIS Global Services – Pune, India
Associate II – Fund Accounting | Jan 2023 – May 2024

Processed and monitored daily banking transactions for Franklin Templeton investment funds, ensuring timely and accurate execution.

Performed cash and bank reconciliations, investigating and resolving reconciling items within defined timelines.

Tracked unmatched cash entries, outstanding transactions, and exception items, coordinating with relevant teams for resolution.

Supported fund operations by validating cash movements, subscriptions, redemptions, and settlement-related transactions.

Coordinated with custodians, banking partners, and internal operations teams to resolve transaction discrepancies.

Reviewed direct credits, debits, bank charges, and stale items to ensure accurate cash balances and reporting.

Assisted in maintaining cash position records and supported funding requirements for daily operational activities.
Ensured accurate transaction mapping and maintained audit-ready documentation in accordance with operational procedures.

Performed control checks on banking activities to support regulatory and client reporting requirements.

Contributed to operational efficiency by identifying process improvements and reducing reconciliation breaks.

Atos Syntel – Pune, India

Associate – Fund Accounting | Sep 2021 – Jan 2023

Processed mutual fund income activities, including daily pricing, accrual calculations, dividend income, and capital gains distributions.

Executed payment postings and income allocations, ensuring accurate application of taxes, fees, and fund distributions.

Performed daily cash, income, and transaction reconciliations using Intellimatch, investigating and resolving reconciliation breaks.

Supported month-end and period-end activities through accrual validation, transaction reviews, and exception management.

Utilized JIRA to track, investigate, and resolve cash and income-related exceptions while maintaining accurate audit trails.

Collaborated with clients and stakeholders to resolve discrepancies and ensure timely closure of outstanding reconciliation items.

Conducted root cause analysis on recurring issues and contributed to process improvement initiatives that enhanced operational efficiency and controls

EDUCATION & CERTIFICATION

MBA – Finance, Welingkar Institute of Management | 2023

B.Com – Modern College of Arts, Science and Commerce | 2018

LOMA 335 Certification – Operations Excellence