

APARNA MM

FINANCIAL PROFESSIONAL

A versatile & dedicated Professional with expertise in:

FINANCIAL ANALYSIS & PROCESS IMPLEMENTATION



PROFILE SUMMARY

- A self-driven professional with over **8 years of experience** in Operation Management , Financial Analysis, Risk Analysis , Process Improvement & Trainings
- Mapped business requirements and coordinated in the smooth functioning of banking processes in line with the pre-set guidelines viz. Productivity, TAT & Audit / Quality Scores
- Exhibited excellence in analyzing entire process gaps and improving processes, thereby accomplishing organizational goals and objectives
- Added value** to the business through various cost savings and process improvement initiatives; capable of **implementing complex business processes and operational improvements**
- Highly experienced in reviewing accounts on regular basis to ensure that accounts are **maintained appropriately and in compliance with internal company guidelines and applicable statutory & regulatory requirement**
- Managed the **day-to-day processing of Accounts Payable** transactions to ensure that organizational finances were maintained in an effective, up-to-date and accurate manner
- Expertise in managing teams to work in sync with the corporate set parameters and motivating them for achieving business goals
- Extensive experience of global strategy formulation & implementation of various processed & offerings to meet global requirements for profitable growth.
- Immense success in improving operations**, enhancing business growth & **maximizing profits** through the achievements in finance management and improvements
- Expertise in working on multi-cultural environment** with the distinction of establishing new hospital for expanding the businesses and streamlining the operations



WORK EXPERIENCE

Analyst

| August 2019 - June 2023

EYGBS (India) LLP

Role:

- Conducted risk analysis, analysed current risks and identifying potential risks that are affecting the company
- Reviewed audit findings and assist in implementing audit recommendations.
- Closely worked with other team members to effectively analyze and present data
- Performed research into potential clients and understand the risks of accepting each one
- Developed risk awareness amongst staff by providing support and training within the company
- Reviewed key requirements of firm and regulators' risk management rules and policies
- Preparing business continuity plans to limit risks
- Drove the process to completion by following up on requests from Risk Management Consultants and assisting the client team
- Flagged issues/potential challenges to the project managers at an appropriate time so that timely action can be initiated
- Worked as a liaison between the client teams, other members of the RMS team, and various functional areas within the firm
- Set-up a network of people within RMS and across the firm
- Assured feedbacks and also facilitated gathering of feedbacks from the team members to continuously improve the processes

Senior Operations Analyst

| Jun 2019 - Aug 2019

Envestnet Asset Management Company

Role:

- Conducting daily client account reconciliation on custodian cash and position balances
- Updating & submitting accurate reports and allied activities
- Ensuring post entries into portfolio accounting system based on exception findings
- Contributing in transition of new initiatives/projects & execution
- Tracking mailbox and attend to it wherever required.



CONTACT



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KEY SKILLS

OPERATIONAL SKILLS:

Strategic Business Process Excellence

Project Transition & Migration

Operational & Business Consulting

Competitive Intelligence

Research & Analytical Skills

Problem-solving skills

Microsoft Excel Proficiency

Change Management

Strategic Business Analysis

Planning / Service Delivery

SLA / TAT Management

Continuous Process Improvement & Re-Engineering

Business KPI Monitoring

Trainings / Team Handling



SIGNIFICANT HIGHLIGHTS

- ★ Part of different training programme conducted by Conduent
- ★ Bagged:
 - o Certificate of Achievement for the attitude and delivering good performance in work individually as well as with team
 - o Reward for best client support
- ★ Worked as:
 - o An active member in various process migration programmes
 - o One of the key members of migrating VAT implementation process in Middle East Region
- ★ Recognised with:
 - o Eagle Award for best performance in 2017 at Conduent

Conduent Business Service India Pvt Ltd., (Formerly known as Xerox Business Service India Pvt. Ltd.)



- Role:**
- Ensuring the processing of the invoices in workflow as well as maintaining, processing, and reconciling various payments daily as per compliance as well as policies & procedures
 - Managing multiple processes in accounts payable and closely dealing with clients and suppliers from within and across the country.
 - Conducting audits in accordance with client policies and procedures
 - Addressing queries through mail and calling immediate resolution of discrepancies
 - Reconciling various existing transaction through cross referring of incoming and outgoing data (SOA's)
 - Attending monthly review client call and sharing the latest updates of documents
 - Assigning activities to other team members for meeting TAT
 - Administering discrepancy management of payments & receipts with external & internal clients / entities
 - Performing regular supervisory checks to identifying the process or knowledge related gaps
 - Taking process improvement initiatives by updating SOP & SLA, setting and maintaining Critical to Quality / Critical to Process to improve process efficiency & cost saving for the firm
 - Addressing customers & corporate client's queries regarding receipt updates
 - Working towards reconciliation of receipt books & issuing receipt books as per request from Collection Team
 - Preparing the part-payment dues, reprising dues & duplicate non-dues as per request from customer care
 - Engage in training and knowledge transfer to service integrator Team
 - Working towards new client process transition

ACADEMIC PROJECTS

During MBA:

Final Project: Evaluation of financial performance at KERALA ELECTRICAL LTD, Thripunithura

Period: Jun - Aug 2014

Company: Kottayam Textiles Ltd - A Unit of Kerala State Textile Ltd, Vedagiri, Kottayam

Duration: May 2013

During BBA:

Final Project: Study on Wage and Salary Administration at Midas Precured Treads Pvt. Ltd., Kottayam

Period: Jan - Mar 2012

Key Learnings:

- Led the completion of the project on VAT Audit control in Dubai region process
- Worked towards process improvement for Release order creation

- Spot Award for Best performer in EY GBS India Pvt LLP (Highest Productivity for 2nd Quarter)

EDUCATION

Master of Business Administration
Mar Athanasios College for Advanced Studies, Tiruvalla
2014 | 67%



Bachelor of Business Administration
Ettumanoorappan College, Ettumanoor
2012



PERSONAL DETAILS

Date of Birth:
9th October 1991

Passport Number :
P4660613

Present Address:
Al Rayan Hotel, Abubaker Al Siddique St - behind Kuwaity Hospital - Ajman, UAE

LANGUAGES KNOWN

