

# PRACHI M MUTALIK

FUND ACCOUNTING | PRIVATE EQUITY | FINANCIAL RISK MANAGEMENT

📍 Pune

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## Personal Profile

Excel in delivering precise financial information to investors, fund managers, and regulatory bodies, leveraging 5+ years of experience as a Fund Accountant.

## Core Competencies

- ❖ Fund Accounting
- ❖ Private Equity
- ❖ Financial Risk Management
- ❖ Investment Fund Operations
- ❖ Microsoft Excel
- ❖ Financial Modelling
- ❖ Risk Management
- ❖ Investment Banking Strategies
- ❖ Asset Valuation
- ❖ Financial Reporting
- ❖ Equity Valuation
- ❖ Equity Research / Market Research
- ❖ Compliance & Auditing
- ❖ Regulatory Compliance
- ❖ Cash Flow Management
- ❖ Portfolio Management
- ❖ Performance Measurement

## Education

- ❖ Certified Investment Banking Professional from Imarticus Learning Pvt, Ltd., 2018
- ❖ Masters of Commerce from Pune University, 2015
- ❖ Bachelors of Commerce from Pune University, 2013
- ❖ CA IPCC (CA Intermediate) from ICAI, 2013
- ❖ CPT (CA Foundation) from ICAI, 2010

## Articleship

Feb'14 to Feb'17 with P.G. Bhagwat Chartered Accountants as Article Assistant

## Executive Summary

- ❖ Possessing over 5 years of experience in Fund Accounting, with expertise in providing accurate financial information to investors, fund managers, and regulatory bodies.
- ❖ Proven track record of ensuring transparency and trust in the financial industry through strong knowledge of accounting principles, financial reporting, and investment fund operations.
- ❖ Currently upgrading skills in Financial Risk Management (IIM Vishakhapatnam), Microsoft Excel, Financial Modelling, and Equity Research to enhance financial analysis capabilities.
- ❖ Demonstrated dedication to professional growth and maintaining high standards of integrity in all aspects of work
- ❖ Committed to contributing to the overall financial management and performance of funds while adhering to regulatory requirements and industry standards.
- ❖ Proficient in utilizing advanced financial analysis techniques, including financial modelling and equity research, to provide valuable insights and support strategic decision-making.
- ❖ Achieved a significant reduction in processing time for fund accounting transactions through the implementation of streamlined workflows and automation tools.
- ❖ Successfully led a team of 5 professionals in ensuring accurate and timely financial reporting for internal and external stakeholders.
- ❖ Proven track record of maintaining compliance with regulatory requirements and industry standards, resulting in zero audit findings in the past 5 years.

## Work Experience

### 2023 with Citco Group Services LLP

#### Dec 2023 Senior Fund Accountant (Private Equity)

- ❖ Maintaining books and records and calculating fund Net Asset Values using Investran.
- ❖ Reviewing and preparing financial statements and associated reports, including performance metrics.
- ❖ Reviewing and calculating carried interest/performance/incentive fees.
- ❖ Reviewing and preparing calculations and investor allocations for capital calls, distributions and capital account statements.
- ❖ Coordinating and processing payments and capital call notices, distribution notices, partner transfers, other transactions.
- ❖ Onboarding new funds into the accounting platform.
- ❖ Liaising with onshore team, clients and Auditors on various requirements and ensure all supports are provided to the auditors to get the financials approved
- ❖ Work closely with the Investor Relations team to respond to investor queries and to disseminate capital activity and other investor notices.
- ❖ Identify and implement process improvement techniques to improve the process efficiency and team productivity
- ❖ Identifying and escalating any material issues effecting service delivery.

### 2018 to 2022 with Northern Trust (Northern Operating Services Pvt Ltd)

#### Mar'21 to Sept'22 as Technical Coordinator (Fund Accounting)

#### Responsibilities:

## Achievements

- ❖ Awarded for securing first rank in the FY.B.COM
- ❖ Active member of "Swadhar" NGO
- ❖ Received Appreciation during College for "Cost and Works Accounting Paper Presentation"

## Certifications

- ❖ Financial Modelling Certification from Skill Nation.
- ❖ Microsoft Office Training Course Completion Certificate and General management and Communication Skills Course Completion Certificate issued by ICAI
- ❖ Acquired knowledge of the 1st level in French from Alliance Francaise de Poona
- ❖ Completed Share Market Trading Certificate Course
- ❖ Information Technology Training Course Completion Certificate issued by ICAI

## Soft Skills

- ❖ Collaborator
- ❖ Communicator
- ❖ Detail-oriented
- ❖ Flexible
- ❖ Innovator
- ❖ Interpersonal Skills
- ❖ Planner
- ❖ Problem Solver

## Personal Details

**Date of Birth:** 2<sup>nd</sup> August 1992

**Languages Known:** English, Hindi, Marathi and French (Basic)

**Address:** C-501 Balwantpuram Samrajya, Shivtirthnagar, Kothrud, Paud Road, Pune-411038

- ❖ Efficiently monitored the meticulous maintenance of books and records, ensuring accurate calculation of fund's Net Asset Value (NAV) using InvestOne.
- ❖ Thoroughly assessed and authorized calculations for various fund accounting transactions, encompassing interest, incentives, performance fees, FX transactions, and distribution
- ❖ Proactively executed and evaluated corporate actions, contributed to product development initiatives
- ❖ Documented procedures and actively supported the successful execution of new projects
- ❖ Coordinated and meticulously reviewed financial statements, encompassing balance sheets, income statements, and cash flow statements, in strict adherence to accounting standards and regulatory guidelines
- ❖ Prepared and precisely reviewed comprehensive monthly and yearly reports for both internal and external stakeholders
- ❖ Served as the primary point of contact for on-site clients and fund participants, driving the implementation of standardized best practices and ensuring ongoing monitoring of performance standards
- ❖ Vigilantly supervise and effectively managed expense calculations, payments, and various other financial transactions
- ❖ Provided strong leadership and guidance to a team, ensuring thorough review and approval of all completed work
- ❖ Actively engaged in delivering impactful presentations to both existing and prospective clients, facilitating system upgrades and implementations to significantly enhance accounting systems and reporting capabilities
- ❖ Played an integral role in diverse projects aimed at driving business expansion and fostering continuous evolution
- ❖ Nurtured enduring relationships with clients, gaining a deep understanding of their unique requirements and consistently delivering exceptional levels of client satisfaction

## Dec'18 to Feb'21 as Senior Analyst (Fund Accounting) 2021

### Responsibilities:

- ❖ Meticulously oversaw the maintenance of books and records, ensuring accurate calculation of fund's Net Asset Value (NAV)
- ❖ Provided valuable support in the seamless processing of fund transactions, encompassing trade settlements, cash movements, and income accruals, in collaboration with both internal and external stakeholders
- ❖ Thoroughly reconciled intricate cash and custody activity for clients, encompassing complex transactions and intricate structures
- ❖ Conducted meticulous bond accrual, ensured accurate maintenance of interest schedules, and effectively managed various other accrual schedules
- ❖ Thoroughly prepared comprehensive interest accrual schedules and meticulously recorded them in the system
- ❖ Effectively resolved and provided robust support in the meticulous reconciliation of fund holdings, cash positions, and various other accounts, ensuring utmost accuracy and completeness
- ❖ Provided comprehensive support in the seamless migration and onboarding of new funds, as well as additional funds, into the system, adhering to established standard operating procedures
- ❖ Efficiently coordinated and meticulously processed a wide range of payments and various other transactions
- ❖ Collaborated closely with both internal and external stakeholders and clients, ensuring effective dissemination of capital activity and timely communication of investor notices
- ❖ Proactively identified and promptly escalated significant issues that could impact the accuracy and overall effectiveness of the fund
- ❖ Played an integral role in diverse projects and actively contributed to team meetings, driving business expansion and fostering continuous evolution