Rehana Begam

Specialist

10 years 1 month

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About Me

IIM-ROHTAK Certified in SHRA -Strategic Human Resource Applied Analytics and pursuing MBA in HRM at Madras University. Holding 10+ years of Experience in billing operations (AR) Investment Banking domain having 1 month of notice.

Key Skills

- Problem Solving
- Written And Oral Communication
- Interpersonal Skills
- Team Handling
- Team Leadership
- Time Management

Technical Skills

- Cbs
- Power Bi
- SPSS
- Microsoft Office Applications
- Oracle

Certification

- **Strategic Human Resources Applied Analytics**

Profile Summary

Holding a strong experience in Team Handing with good analytical and strategical knowledge in billing operations (Investment banking Domain) as a Subject Matter expert at Statestreet HCL services. Taken over a pilot process by deploying strong controls of client Standard Operating Procedures, Compliance Checklist, KPIs and data Analysis management trackers.

Recently certified in HR Management by IIM Rohtak and completed project in Employee Recruitment Process in Hospital Industry. Pursuing MBA-Human Resource Management.

Submitted Project on IIM-Rohtak - Recruitment Process:

A Detailed Study of Recruitment process and the challenges which includes Analysing the Job requirements, Advertising the vacancy to attract candidates to apply for the job and managing the responses, scrutinizing applications for further screening the candidates

Acheivements:

Awarded as Long-Time Service for completing 6+ Years in HCL

Recognized as Xtramiles -Thanks Buddy from Peers

Education

2024, Correspondence/Distance learning

MBA/PGDM, HR/Industrial Relations

Madras University

2011, Full Time

B.Sc, Computers

Holy Cross College ,Nagercoil , 75%

2008

12th, Tamil Nadu, English, 80-84.9%

Personal Information

Date of Birth	20th May 1991
Gender	Female
Address	Venkatesh Housing Plot No.102 Flat No.F3, Manohar Ngr Main Rd, Pallikaranai
City	Chennai
Country	INDIA
Marital Status	Married

2006

10th, Tamil Nadu, English, 70-74.9%

Work Experience

2016 - Present

Specialist

Statestreet HCL

Key Result Area

AR OPERATIONS:

- Reconciling live funds between previous and current month & get the launch and termination confirmation from Fund accounting team.
- Downloading market value and Net asset value data live funds. Gathering Custody and Transfer agency data/transactions at fund level.
- Calculating fees by loading all the related data into TM1 application tool in order to generate the invoices in draft version.
- Ensuring to validate the fees in draft version invoices are in line based on client signed fee schedule document.
- Booking income through journal entries into oracle application post fund accounting approval.
- Creating payment instruction through oracle after received client approval. Swift instruction to be created if there is any refund applies to end-client.
- Preparing monthly unbilled file after soft close period & ensure to open the new books with accurate unbilled figures for current billing month.
- Ensuring to receive the client approvals on raised revenues and booking incomes through journals.
- Tracking the status of outstanding invoices with onshore par and booking those revenues into allowances to avoid credit risk.
- Faxing the payment instructions for approved revenues as per agreed net term.
- Reconciling the AR ledger books against the bank statement & payment instructions in order to complete the bank reconciliation system.
- List out the long-time pending aged debt queries and set a weekly call with onshore par to clear off the past dues.
- Calculating the unbilled amount with the help of latest actual figures from client application.
- Having a track of offshore pending invoices with the help of unbilled tracker and set a weekly operation call with onshore par to discuss the current status.

2013 - 2016

Senior Process Associate

Tata Consultancy Services

Key Result Area

Reconciliation:

- Loading income/Credit Memo through journals based on client approved fees.

Preparing manual payment instruction as per the client instructions.

- Sending Instruction letter to transfer agency team for new customer registration and dealer code updates.

- Creating Payment instruction after we received client approval.
Faxing the payment instruction and ensure to receive the confirmation back from end customer.

- Achieving client agreed value date without any misses & clearing aged debt queries to bank reconciliation team.

2012 - 2012

Analyst

Hinduja Global Solutions

Key Result Area

Creating invoices in client application based on provider services. Validating and mapping the GL codes as per invoice descriptions. Creating client specific service invoices by following signed business rules & notes. Sending out daily achieved invoices to cash management team in a batch wise. Updating bank details in the client application wherever we received notification.