

Sweta Sudhakar Rai

Tel : +91 9372230166

Email : raisweta32@gmail.com

LinkedIn: www.linkedin.com/in/sweta-rai-6783161ab/

Address: Mira Road East Gaurav City Thane 401107

EXECUTIVE SUMMARY

A self-motivated, cheerful and punctual Finance Professional with 7+ years of experience in Accounts and Compliance, Companies Act, Securities Act, Tax Law, Excel and Microsoft. Having a good hold in communication. I am looking forward to utilizing my skills in contributing effectively to the success of the organisation where will be able to enhance my skills and experience to grow my career in Investment Banking industry.

EDUCATION

2014 - 2017	MMK College of Commerce and Economics, Mumbai University. <ul style="list-style-type: none">● Bachelor of Commerce	Mumbai, India
2012 - 2014	S.A Podar College, Mumbai University. <ul style="list-style-type: none">● Higher Secondary Certificate	Mumbai, India
2012	St Lawrence High School <ul style="list-style-type: none">● Secondary School Certificate	Mumbai, India

ACADEMIC PROJECT

Project Title: "A presentation on How to incorporate different types of Company

Project Outcomes:

- Different steps to be followed to incorporate different companies in India
- Post incorporation compliances to be followed by all the companies

Project Titles. "A presentation on role and responsibilities to be followed by the Directors as per Companies Act 2013

- All the mandatory responsibilities and compliance mandatory for directors to follows

Additional Projects

- MTM daily calculation of Future Contract
- Paper Trade on Stock and Bond
- Presentation on Exchange Traded Fund
- Bond dirty price calculation
- Paper trade on currency and option contract
- Analysis on the Impact of changing Interest Rate and Fixed Deposit
- Paper trading on different products like Stocks, Bonds, Currency & Option

WORK EXPERIENCE: (7 Years 8 months)

Designation: Credit Control Associate (Specialist Fiduciary)

Company: Marsh McLennan (2022 May- Present)

Roles and Responsibilities:

- Ensuring timely delivery of the routine task expected of the accounts/portfolio assigned ensuring highest proficient handling as per fiduciary procedures and accuracy for the accounts.
- Liaising with clients and insurer that collection and outward credit due to account holder
- Reconciling cash received and preparing statement of accounts for clients as per insurers.
- Focus on debt collection from clients for premiums/fees and claim from market.
- Resolution of queries raised by client and insurers including prompt response to the satisfaction.
- Driving unallocated cash numbers down and handling escalation of clients.
- Ensuring up to date notes on outstanding revenue balances.
- Working with Automation for sending Statement of Outstanding, communicating with insurer through emails, preparing summary on the number of and amount of Statement of Accounts send out to client and presenting it to the management in

- the monthly meeting.
- Preparing and maintaining client database.
- Prepared automation sheet of the process that was same for all the insurers.

Designation: Legal Compliance

Company: KNK & Co LLP. (2019 June – 2021 September)

Roles and Responsibilities:

- Supporting the Company Secretary in ensuring that the company adheres to legal and regulatory requirements, including the Companies Act, 2013, and other relevant laws.
- Maintaining and organizing corporate records, including minutes of meetings, statutory registers, and compliance documents.
- Assisting in the preparation and filing of various forms and returns with the Registrar of Companies (RoC) and other regulatory authorities.
- Conducting research on compliance-related issues, including changes in laws and regulations, and analyzing their impact on the company.
- Helping in the drafting and reviewing of legal documents, agreements, and contracts to ensure compliance with applicable laws.
- Assisting in the preparation of agendas, notices, and minutes for board meetings and general meetings.
- Keeping track of compliance deadlines and ensuring that all necessary filings and submissions are made on time.
- Liaising with various departments within the organization to gather information and ensure compliance with internal policies and procedures.
- Supporting the Company Secretary during internal and external audits by providing necessary documentation and information.
- Gaining practical knowledge about corporate governance, compliance frameworks, and the role of a Company Secretary in the corporate environment.
- Compliance for Incorporation of Company.

Designation: Accounts Assistant

Company: Dravya Finance Private Limited. (2017 August – 2019 May)

Roles and Responsibilities:

- Making receipt and payment entries on Co Pass software.
- Assisting in the processing of loan applications, including verifying documentation, assessing eligibility, and ensuring compliance with company policies.
- Coordinating with insurance companies to verify the details of the insurance policies being used as collateral for loans, including coverage amounts and policy status.
- Handling the processing of loan disbursements and repayments, including tracking payments and updating financial records accordingly.
- Performing regular reconciliations of accounts, including bank statements, loan accounts, and insurance premium payments to ensure accuracy.
- Assisting customers with inquiries related to their loans and insurance policies, providing information on payment schedules, outstanding balances, and other account-related questions.
- Accurately entering financial data into accounting software and maintaining organized records for easy retrieval and reporting.
- Supporting internal and external auditors by providing necessary documentation and information related to financial transactions and compliance.
- Handling petty cash of the Company
- Processing Loan Applications

EXTRA CURRICULAR ACTIVITIES

- Volunteered in MMK College of Commerce and Economics events for 3 years.
- Participated and volunteered in St Lawrence High School Annual Day and Sports Days.
- Volunteered BJP for distributing free food and essential during Covid-19.

SKILLS.

- Familiarity with software like Copass (Banking Software).
- Ability to convey information clearly and effectively, both verbally and in writing.
- Experience working collaboratively with others to achieve common goals.
- Ability to prioritize tasks and manage time effectively to meet deadlines.
- Skills in identifying issues and developing solutions.
- Willingness to learn new skills and adapt to changing environments.
- Careful and thorough in completing tasks, ensuring accuracy and quality.
- Ability to assist and support customers, addressing their needs and concerns.

- Proficiency in using common software applications (e.g., Microsoft Office: Word, Excel, PowerPoint).
- Ability to keep tasks and information organized for efficient workflow.
- Ability to analyze situations and make informed decisions.
- Ability to build relationships and interact effectively with others.
- Willingness to take on responsibilities and act independently when necessary.
- Ability to gather and analyze information from various sources.
- Ability to handle multiple tasks simultaneously without compromising quality.
- Understanding of basic financial concepts and practices (if relevant to the job).