

POOJA WARIK

☐ 9833484186 ✉ pooja_warik@yahoo.com,
DOB:30th August 1989, Nationality: Indian
Address: Shivaji Nagar Dombivli west 421202

SUMMARY

Detail oriented individual with qualities to contribute to team success and achieve positive results. Experienced in handling tasks efficiently and taking proactive approach to identifying and addressing issue with focus on optimizing processes and supporting team objective.

EXPERIENCE

➤ *Senior executive – NTT Data Payment services*

➤ *Back office, October 2023- March 2025*

- Verification of Commercial, Bank details & other Merchant details and the completeness of documents for further process of verification and approvals.
- Co-ordinate with team to obtain required information and applicable documentation.
- Prepare documentation and verify all the details are updated in system with all KYC before making client onboard.
- Reconciliation of financial data and focus on accuracy and attention to details in processes and also collaborate with internal teams and address issues.
- Prepare and consolidate monthly data to maintain and ensure data integrity of reports generated, preparation of MIS for revised approved rates.
- Maintain accurate financial documentation and assist with audits as required.
- Prepare NEFT data and assign those cases to concern team to get the correct details from merchant for payment settlement.
- Process and support request for changes of commercials, bank details and product activation with required confirmation and approvals.
- Manage exceptions ensuring that all defined with timeliness and ensure activities are carried out with company policies and regulatory guidelines.

➤ *Senior Associate, Aneja associates*

➤ *Banking audit treasury operation, March 2013 – March 2023*

- Review of trade verification, confirmation, settlement and reporting for fixed income and money market, Mutual fund.
- Verification of trades on reporting platform
- Ensure client adhere to accurate and timely trade execution and are within price range
- Verification of new client activation in the system and limit monitoring MIS
- Review SAP balance with balances in the bank statement
- Review details of broker contract note and brokerage payment
- Verification of operational activities transaction processing and reporting, settlement, reconciliation
- High focus on accuracy and attention to detail in processes and documentation
- Connecting data source, downloading of all required files from the system for daily process.

- Ensure whether client has filed the return adhering to deadlines
- Assisting team in handling specific task in terms of execution, data collation, support & follow up.
- Follow up on action plans as outlined in the reports
- Manage productivity by keeping detailed records of daily data and identifying and rectifying areas for improvement.

➤ ***Audit Associate, Kirtane & pandit- Treasury Concurrent Audit***

➤ ***January 2011- February 2013***

- Review of government securities, Tbill, Money market and Interest rate swap trades.
- Review of trade confirmation, broker payments
- Review accuracy of settlements payouts over various platform
- Verification of KYC documents related new client activation
- Review process of verification of voice records with respect to deal verification.
- Review of deal cancellation and amendment
- Review of timeliness of regulatory returns submitted
- Identify and communicate audit findings with clients
- Database and documentation maintenance
- Assessment of CCIL report to ensure proper settlement of deals within the bank.

SKILLS

Team work, Time management, Attention to details, Adaptability, Communication.

EDUCATION

| Examination | Year | University / Board |
|-------------------------------------|-------------|---------------------------|
| Bachelor of Commerce [B.Com] | 2010 | Mumbai University |
| Higher Secondary School [HSC] | 2007 | Maharashtra Board |
| Secondary School Examination [SSC] | 2005 | Maharashtra Board |

COMPUTER SKILLS

- Tally, MS-CIT, Finacle, Murex, Back Office Software (CRM)