

GOUTHAMI PALEPU

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CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

PERSONAL SKILLS

- Comprehensive problem-solving abilities.
- Accomplishment of work within the time.
- Enthusiastic.
- Eagerness to learn new things.

EXPERIENCE

- **Ice Data Services**
Data Researcher 2
October 2019 - Till date
- **Genpact Private Ltd**
Process Associate
July 2017 - October 2019

ROLES AND RESPONSIBILITIES

- Accountable for processing Corporate Actions like Dividends, Rights issues, Bonus issue, Takeovers, Mergers, Buybacks, Scheme of arrangements, etc.
- Collection and real-time analysis of the information of securities which is announced on the Country Stock Exchanges website of African, European Markets.
- Maintaining corporate actions information databases and ensure information is entered and distributed in a timely and accurate manner. Ensuring all updates are made in each appropriate system.
- Analyzing and following-up on the proper action to resolve pending Corporate Action problems.
- Accountable for processing AGM, OGM and EGM dates.
- Research, Analyze and Reconcile New Listing of Equity Shares and Issued Capital Information.
- Production of Daily, Weekly and Monthly reporting of Issued Capital, Delisting of Security and suspended trades information at superior level to operation Management outlining the number of items researched and Reconciled.
- Responsible to meet the SLAs set and KPI metrics without any deviation from timelines.

EDUCATION

- **Chaitanya Bharathi Institute of Technology**
Masters of Business administration
9.3 cgpa 2017

- **Osmania University Hyderabad**

B com

76

2015

TECHNICAL SKILLS

- Microsoft excel
- Microsoft word
- Emails

PROJECTS

- **Summer internship**

1 month

Educate clients about Mutual funds, equity and portfolio in Share khan Ltd.

ACHIEVEMENTS & AWARDS

- Achieved team R&R award.
- Achieved individual R&R twice.
- Processed the critical markets in the process with in no time Achieved regular top ratings.
- Have been quality checker within 8 months of joining.
- Exceeded with explaining the process to on source team.

Academic Achievements:

- Stood first in scrap wrap and group dance at st.Xavlers college.
- Won first prize in inter college throw ball competition.
- Stood first in singing and Telugu elocution.
- Main coordinator of HR, finance and Business quiz events.

INTERESTS

- Reading books
- Singing
- Outdoor games

PERSONAL PROFILE

- Date of Birth : 14/05/1994
- Marital Status : Married
- Nationality : Indian
- Known Languages : English,Telugu,Hindi

DECLARATION

I affirm that the above-mentioned details are immaculate to the best of my knowledge and I assure of my sincerity in executing the duties related to the job, if given an opportunity to serve and learn.

Date: 16/05/2021

Place: Hyderabad



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