GOUTHAMI PALEPU

Senior Reference Data Analyst

H no-7-51 near Busstop kompally, Hyderabad, 9494470713 Pandupgayathri@gmail.com

PROFILE

Experienced and dedicated Data Analyst with several years of experience, identifying, efficiencies and problem areas within Data streams, while communicating needs for projects.

Adapt at receiving and monitoring data from multiple data Streams, including access SQL, and Excel data sources. Proven track record of generating summary documents for Senior management for monthly and Quarterly Error and preventive measures and SOP reporting.

EXPERIENCE

Senior Reference Data Analyst

ICE Data Services India Pvt. Ltd. *10/2019 - Present*,

- Primary and secondary research, Collection and real time analysis of the information for the equity and funds securities of EMEA, Indian and APAC markets.
- Accountable for processing Corporate Actions like IPO, Dividends, Rights Issues, Bonus Issue, Takeovers, a ŜNJ∃ ŜNJă Σ . dzèō lŏ ļă Σ {ŏKŜY Ŝ ₴₸ lNJNJ lyˇ∃ ŜY Ŝ yˇúă Σ aŜŜúλ
- 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.
- Analysed data sets with analytical, logical and decision-making thinking skills and helped clients made decision based on findings
- Elevated to lead SME providing direct inputs to Team Lead and manager on client product and index team queries.
- Developed root cause analysis and provided preventive action plans with the help of SQL queries and internal reports of team errors towards provide the solutions.
- Facilitate trainings to new hires and conducted assessments also create scored dashboard which contains accuracy in fields level, security level and provided clear demonstration to Team lead about their performance
- Based process requirements worked with internal stakeholders like Business analysts, IT, product management and customer service teams to identify and implement process improvements needed.
- Acting as a primary point of contact for all the process related issues.
- Perform supervisory review and 100% Quality checks on all events of markets and data quality reports to avoid client challenges.
- Assist manager with adhoc metrics and projects

Process Developer

Genpact India Pvt. Ltd. *05/2017 - 10/2019*,

- Listing, delisting, and processing corporate actions in the internal database, SEDOL creation in LSE.
- Dealing with 32 different stock exchanges (European, Middle East and African).
- Checking with stock exchanges, issuers, data vendors and custodians to get accurate information.
- Checking Index constituents on timely manner and making changes.
- Responsible to meet SLA

Academic Qualification

- **Chaitanya Bharathi Institute of Technology**
  Master of Business Administration 9.3 cgpa 2017
- **Osmania University Hyderabad**
  B.com (Computers) 76% 2015

TECHNICAL SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Financial Analysis & Reporting
- Corporate Actions Processing
- SQL
- Email & Communication Tools
- Data Analysis & Reporting
- Strong problem-solving and analytical abilities
- Excellent time management and organizational skills

ACHIEVEMENTS & AWARDS

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

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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:
Place: Hyderabad

GOUTHAMI PALEPU