

Renjusha K B



renjushaakb@gmail.com
+96565783387
Kuwait
X4090120

PERSONAL DETAILS

Gender
Female
DOB
05/05/1993
Nationality
Indian
Marital Status
Married
Address
Mehabulla block-1 street 120, building 267, floor 1, door-1, Kuwait

SUMMARY

Experienced Process Specialist with a strong focus on portfolio reconciliation, trading and problem-solving. Expertise in documenting discrepancies and driving process enhancements to ensure timely resolution and client satisfaction. Offering several years of progressive experience and proven leadership skills to growing organization.

SKILLS

- Portfolio reconciliation
- Process documentation
- Interface testing
- Trade lifecycle support
- Data analysis
- Client relationship management
- Problem solving
- Effective communication
- Team mentorship

LANGUAGES

English
Advanced (C1)
Hindi
Advanced (C1)
Malayalam
Native

EXPERIENCE

Envestnet Asset Management India PVT Limited
Process Specialist
05/2016 – 03/2026 | Thiruvananthapuram
Operations Analyst [May 2016 - Sept 2019]

- Ensure all daily portfolio reconciliation processing, which include cash and stock break managements as well as corporate actions management are completed with in the SLA's and Signed off including client service enquiry resolution and responsible for validation of the process and daily report.
- Responsible for cash and position reconciliation using smart stream reconciliation system on a daily basis.
- Ensuring that all the breaks (Cash and security are researched /monitored within the timeline).
- Investigating account discrepancies to ensure accurate data and meet client expectation. Responsible for investigating Market value discrepancies and price related queries.

Senior Operations Analyst [Sept 2019 - Mar 2022]

- Responsible for new interface testing
- Responsible for creating and update Standard operating procedures (sop's) and give mentoring to team members
- Solely responsible for the eod checks for the team to meet the benchmark deliverables Ensure corrective and preventive actions are taken at process level and escalations are done internally and externally to control issues.
- Initiates chaired meetings to discuss key process related issues and inform the team on recent updates

Process Specialist [Mar 2022 - Mar 2026]

- Work closely with portfolio Management team to mitigating the exceptions occurring after portfolio re-balancer job. Also work closely with trading team by extending the support for rectifying issues encountered during the trade life cycle till the successful settlement of the trade.
- working on test environments (QA & UAT) to identity bugs and report to development team to ensure the functioning of the product features as expected, perform regression and uses acceptance testing after annual and quarterly updates.
- Documentation of test scenarios and functional flow

Therlek Engineers PVT LTD
Account Intern
Bangalore

EDUCATION AND TRAINING

MBA: Finance And Marketing
Federal Institute Of Science And Technology
05/2016 | Emakulam
BBA: Bachelor of Business Administration
Jai Bharath Arts And Sciences College
04/2014 | Emakulam
High School Diploma
SNDP Higher Secondary School
03/2011 | Emakulam

AWARDS & HONORS

- Star of the Quarter (Q2 2022, Q3 2023, Q2 2025)
- Wow award (Q1 2022, Q4 2024)
- Prime mover award (Q4 2024)

PASSPORT DETAILS

Passport Number
X4090120
Date Of Expiry
05/03/2034
Visa Type
Family Visa

KUWAIT CIVIL ID

Civil ID No : 293050512049