

GRANTS MANAGER

Summary

Finance professional successful in not-for-profit and for-profit organizations wanting to resume career after meeting personal goals and obtaining unrestricted work authorization.

Skills

Accounting, administration, preparing trial balance, balance sheet analysis, bank reconciliation, billing, budgeting, forecasting cash flows, cash management services, contracts, credit risk, due diligence, financial analysis and modeling, financial reporting, financial statement analysis, general ledger, government grant proposals, inventory management, investment Banking, invoicing, accounts payables, accounts receivables, legal issues, risk analysis, investment valuation.

Experience

Grants Manager

December 2009 to July 2014 Company Name i¼ City , State

- Perform due diligence on potential grant opportunities and monitor current funds portfolio.
- This included reading all government updates on healthcare research funding, related financial matters and audits.
- Worked as an integral person in all facets of financial administration in a small team with a culture of inclusion.
- Have been appreciated and respected for my hard working skills and eagerness to learn.
- Having worked with some of the best researchers in the healthcare field, I have had to wear multiple hats and work with tight deadlines.
- Specialized in preparing grant proposals for both federal and non-federal sponsors that included various grants mechanisms, Clinical Trails, Research Contracts and IPAs.
- Held a key role in pulling together and maintaining a large and complex international grant that involved 21 sites (domestic and international).
- This role enabled me to become an excellent team player.
- Managed all post-award administration for all types of sponsored research projects including, subaccounts, budgeting, creating purchase orders, invoicing, monitoring, expense processing and reconciliation, financial reporting, IRB, OMB circular and University policy compliance and close-outs.
- Held administrative responsibilities like petty cash custodianship, space and infrastructure planner for the entire Program.
- Also assisted the Program's clinical finance and administrative activities.

Grants Manager

January 2008 to June 2009 Company Name i¼ City , State

- Spearheaded research administration of a global health initiative between the University of Pennsylvania and the Government of Botswana, Africa, called the Botswana Program, in the Division of Infectious Diseases.
- Designed a patient billing database for a specialty lab service in the Division of Pulmonary Medicine that improved invoicing and collections.
- Specialized in post-award administration for all types of sponsored research projects including, subaccounts, budgeting, creating purchase orders, invoicing, monitoring, expense processing and reconciliation, financial reporting, IRB OMB circular and University policy compliance and close-outs.

Manager - Corporate Banking

May 2004 to August 2006 Company Name

- Emerging Corporate and Small Business Enterprises - Financial and Credit Risk Analysis Responsible for preparing credit appraisals from multiple risk perspectives, asset valuation, collateral security evaluation, loan sanctions and post sanction monitoring.
- Thorough knowledge of credit policies & financial statement analysis of clients.
- Prepared detailed appraisal reports for different types of credit facilities including term loans, working capital financing, bills discounting, bank guarantees, project financing and micro financing.
- Meeting new clients for sourcing potential customers, analyzing their income statements and balance sheets and writing detailed recommendation reports for the top management.
- Investment Banking Division Managed pre and post issue management functions related to IPOs, follow-on offerings, rights issue and bonds issue.
- Handled legal cases pertaining to public/right issues managed by the bank.
- Appointed as the bank's Compliance Officer for an IPO from the infrastructure industry which had an issue size of 39 million shares approx.
- Audit/ Compliance Ensure compliance with Securities Exchange Board of India (SEBI), Reserve Bank of India (RBI), and ING Vysya Bank Ltd guidelines regarding payment of dividends and collection of IPO monies.
- Independently performed SOX audits and tests for the bank's RTGS (Real Time Gross Settlement) payment settlement system that included study of prevailing processes, matching existing process with standards already set in PCDM (Process control Document Matrix), finding out deviations and taking corrective measures.

Education

Master of Philosophy : Organizational Dynamics Leadership Management , 2013 University of Pennsylvania i¼ City , USA Organizational Dynamics Leadership Management

Certified Research Administrator, CRA 2011 Research Administrators Certification Council New York, USA Certification - Investment Banking : 2007

MBA : Finance , 2004 Finance

Bachelor of Commerce : Finance , 2002 Xavier Institute of Management and Entrepreneurship 1/4 City , India Finance

Diploma : Computer Applications , 2000 Mount Carmel College 1/4 City , India Computer Applications

Masters : Business Administration Investment Banking Training Institute 1/4 City , USA Intensive financial analysis and modeling boot camp

Rigorous training in core aspects of investment management including financial statement analysis, valuation techniques, cash flow modeling, LBO modeling, mergers and acquisitions and distressed security analysis. Business Administration

Bureau of Data Processing Systems 1/4 City , India