



Anirudh Gottipamula

Process Analyst

Hyderabad, India
8019181932 gottipamulaanirudh@gmail.com

⇒ [LinkedIn](#)

Skills:

End to end Recruitment
Stakeholder Management
Effective Time Management
Fast Learner
Ability to Multitask
Clint Communication

Teamwork

Tools:

MS Visio
Balsamiq
JIRA

SQL

Power BI

Certifications:

Star Performer 2025
ACE awards 2022 to 2025
Team coordinator

Languages

English
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Hindi
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Telugu
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Professional Profile

Results-driven **Process Analyst** with strong expertise in the Financial Services domain, specializing in Global Proxy Voting, Corporate Actions, and Investor Communication Solutions (ICS). Proficient in analyzing, documenting, and optimizing end-to-end business processes aligned with regulatory compliance (SEC, SEBI, FCA) and corporate governance standards. Skilled in bridging the gap between business stakeholders, operations, and technology teams to deliver streamlined, compliant, and high-quality investor communication workflows.

Employment History

Broadridge Financial Solutions | Hyderabad, Telangana

Process Analyst – ICS Global Proxy Services

September 2021 — Present

- Creating accounts and updating daily holding details of institutional investors on our system
- Communicating with clients (Institutional investors fund managers and individual investors) to providing required reports and resolving their queries through emails and phone calls
- Communicating with company secretaries and registrars for confirmation on status of vote processing in Australia and New Zealand markets
- Act as intermediary on market-specific matters between Broadridge, the client and the sub-custodian
- Creating, modifying and releasing MT 564 and MT 568 swift notifications to the sub custodians
- To support the team in developing in-house tools and enhancing existing applications to minimize risk and reduce manual processing

Skills hired for: MS Excel (Pivot Tables, VLOOKUP), MS Visio, JIRA, Balsamiq, PowerPoint,

CARRIER HIGHLIGHTS

- Work closely with senior Investor Relations professionals to ensure meeting follow-ups are complete.

- Identify ineffective areas within own BAU process and initiate changes for them – propose to improvement solutions – propose to create macros and implementing them after testing.
- Effective supervisor, trainer, and motivator having the ability to integrate efforts of team members to optimize overall team productivity and the ability to adapt to new environments.
- Communication with Team Leaders and Global team managers to facilitate and support the global team structure and leading a new transition with the team members.
- Well trained on GDPR, ISMS ISO 27001 and QMS ISO 9001 and given presentations to the team.

Education

Master of Business Administration (Finance), Osmania University, Hyderabad

June 2019 — July 2021

Bachelor of Technology, JNTU University, Hyderabad

2013 — July 2017

