## shameem_kk2.jpg

**Gulfjobseeker.com CV No:** **93000**

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To get contact details of this candidates

Submit request through Feedback Link

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| **Career Objective** |

Seeking a position to utilize my skills and abilities in the organization that offers Professional growth while being resourceful, innovative and flexible and be a part of a vibrant and innovative organization which helps me to enhance my skill and potential.

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| **Professional Experience**  |

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| **Operations Associate**Oct 2013 to Sep 2014http://www.hfconferences.ca/definedbenefit/images/_sponsors/ssga_logo.gif**State Street Global Advisors,** Bangalore, India**.**  | **Responsibilities** * Working knowledge in maintenance of client information and setting up of core systems relating to the on and off boarding of clients for the purpose of reconciliations, trading, client reporting, performance and other functions on various accounting systems.
* Co-ordinate with teams to ensure client on and off boarding and any changes take place smoothly.
* Worked on Bloomberg terminal and Omgeo Alert trading platform.
* Worked on Reconciliation software TLM.
* Trained on Microsoft excel 2010 and other office tools.
* Knowledge on different Web based applications.
* Knowledge on Fixed income and Equity accounting systems.
* Worked on creating Standard Operating Procedures (SOP) for the trading systems.
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| **Professional Skills** |

* Good written, oral and interpersonal communication skills
* Analyzing and Investigating skills
* Team Player
* Negotiation Skills
* Personal Drive
* Problem Solving
* Self Motivation

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| **Academic Profile** |  |
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| **Post Graduation** | **Master of Business Administration (2013)**Specialization : Finance PES Institute of Technology, Visvesvaraya Technological University, Bangalore, India. |
| **Under Graduation** | **Bachelor of Business Management (2011)**MES Institute of Management, Bangalore University, Bangalore, India. |
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| **Technical Knowledge** |  |
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| **Office Suit** | Microsoft Office |
| **Operating Systems** | Windows XP, Vista, Windows 7 |
| **Accounting Software** | Tally0.9 |

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| **Project Experience** |  |

* **Inventory Management**

Western India Plywoods Ltd., Kannur, India

The study was to understand and analyze the inventory management practices carried out and also to examine the financial position of the company.

* **A Study on Employee engagement and Retention level**

Softlite Luggages Pvt. Ltd., Bangalore, India

The study was to examine the importance given by the employees to their work and the level of their satisfaction.

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| **Achievements** |

* Was part of the award winning team for the month of Jan 2014 at State Street Global Advisors, Bangalore.
* Secured above 70 percentage marks throughout the academic career.
* Won the second prize in “Nidhidyasana”, A Management Seminar Series conducted by PES Institute of Technology.
* Was elected as a member in the Gifted Students Development Programme by PES Institute of Technology.
* Participated as a Volunteer in many charity programmes conducted by Malabar Muslim Association, a Bangalore based regional association.
* Attended a Symposium on “Academics - to meet the challenges of corporate” organized by MES Institute of Management.

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| **Personal Details** |

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| Date of Birth | : | Dec-04 -1988 |
| Sex | : | Male |
| Marital Status  | : | Single |
| Nationality | : | Indian |
| Religion/caste | : | Islam/Muslim |
| Languages Known | : | English, Hindi, Malayalam, Kannada, Tamil |
| Expiry Date  | : | 16/08/2020 |
| Visa Status | : | Visit Visa |
| Expiry Date  | : | 02/01/2015 |

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| **Declaration** |

I hereby declare that the above particulars furnished by me are true and correct to the best of my knowledge and belief.