**Gulfjobseeker.com CV No:** **106470**

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**CAREER OBJECTIVE**

Seeking a challenging assignment in Business Analytics where my knowledge, logical and analytical skills will support the organizations success and fuel my growth.

**EDUCATIONAL QUALIFICATION**

* M Com (Regular) in Finance and Accounting with 78% from Calicut University 2012
* B.com (Finance) with 73%, Calicut University (2010)
* Plus 2 (Commerce) with 89%, ST Thomas College HSS,Trissur,2007
* SSLC with 74%, KCP HSS Kavassery, 2005

**PROFILE**

* Worked as **Senior Analyst** at **State Street HCL Services India Pvt Ltd, Coimbatore.**
* Excellent track record for meeting deadlines and submitting deliverable on time.
* A keen planner and strategist with strong background in implementing process improvements and quality initiatives for desired performance levels and resolving performance bottlenecks.
* Highly organised with a creative flair for project work.
* Enthusiastic self-starter who contributes well to the team.

**PROFESSIONAL EXPERIENCE**

|  |  |
| --- | --- |
| **Dec 2012 – July 2014** | **State Street HCL Services India Pvt Ltd, Coimbatore**Key Responsibilities:-* Responsible for Posting the Dividend accrued for Mutual Funds accurately to respective shareholder accounts through Global Plus application.
* To contact respective fund company in order to obtain information regarding Mutual funds.
* Responsible for Re Investing the Dividend amounts in Mutual funds as per client requirements.
* Responsible for Updating the Dividend accrual rates for each Funds in Global Plus application on a daily basis.
* Ensuring Dividends are posted within SLAs by performing all needed tasks as identified.
* Ability to track and analyze any Mismatches occurred while posting the Dividend amounts to the respective accounts and how to resolve them.
* Escalate to higher level in case of any major issues (timely Escalation)
* Training of new recruits in basics of Income posting in Global Plus database.

 * Responsible for posting the Securities Lending Income through Global plus Application on a monthly basis. Securities Lending income is the income made from securities that have been borrowed from brokers or dealers.
* Knowledge in Direct Taxation
* Ability to multi-task and work in fast paced environment
* Remarkable know how of accounting principles, financial reporting and banking procedures
* Basic knowledge in Derivatives.

Adhoc Responsibilities:-* Updating the Standard Operating Procedure as and when any changes occurs and implementing robust strategies to ensure excellence in service delivery
* Collect and collate data and generate periodic reports to monitor movement of key performance indicators

Key Accolades across Career Path:-* Appreciated by client and received Bravo Award for on time deliveries during high volumes.
* Completed Six Sigma Yellow Belt Training.

Training Undergone* Effective client interaction
* Introduction to process management
* Compliance induction training
* Interpersonal Skills
* Business Communication Skills
 |

**TECHNICAL PROFICIENCY**

* Proficiency in MS Office
* Tally
* Global Plus
* Citrix
* Bloomberg

**LANGUAGES KNOWN**

* English
* Malayalam
* Tamil
* Hindi

**PERSONAL DETAILS**

* Date of Birth 16th Sep, 1989
* Sex Male
* Marital Status Single
* Nationality Indian

**DECLERATION:**

I hereby declare that, the above mentioned information is true to the best of my knowledge

**Place:**

**Date:**