**First Name of Application CV No:** **1652280**

Whatsapp Mobile: +971504753686



**Objective**

To achieve a challenging position and rewarding career in a well-established reputed organization in Accounts Department that would offer me aspirational opportunities for the organization growth.

**Key Skills**

* Detail oriented business professional with proven abilities in planning, organizing, streamlining and executing business operations.
* Strong and quick in learning new technologies in short periods, proficient in Microsoft Excel, Word.
* Ability to provide excellent customer service through careful listening, clear communication, and sound advice.

**Education**

**University of Madras |Bachelor of Commerce |Corporate Secretary Ship**

Aug 2010 - May 2013 | Tamil Nadu

**Work Experience**

**BA Continuum (A non-banking subsidiary of Bank of America)**

**Senior Team Member - Operations I Global wealth and Investment Management Retirement Services (GWIM)**

**16th September 2013 – Present I Chennai, TN**

* Exceptional performance in preparing data for high-net-worth individuals with regard to asset allocation and wealth management services.
* Solely responsible for reviewed portfolios, conduct analysis and present wealth plans of action on a daily basis.
* Implemented strategic planning in process to decrease time and resources required in the process of setting up.
* Manage Reconciliation & Various Analysis in providing retirement and benefit plan services, and asset management to individuals and institutions.
* Efficient worker with proven speed and accuracy in organizing resources, quality check in accounting, internal and external software.
* Developed standard operation and procedure (SO&P) for the process in the team, which was implemented across other categories onboarding similar tasks, to help associates follow a structured approach to reduce overall turn-around time and quality errors
* Fast learner of the business management systems, minimal training was required.
* Managed day to day operations of the team including audit checks, reporting, work allocation, tier 2 support and escalations.
* Delivers high quality investment advice and product capabilities to external clients and internal businesses. Investment solutions include equity, debt and structured products, and alternative investments and deliver due diligence and cohesive investment management solutions for client portfolios.
* Trained new associates and implemented process improvements across multiple programs.
* Offers retirement and benefit plan services, philanthropic management and asset management to individuals and institutions.
* Handling clients (401k) account and Protects organization's value by keeping information confidential.
* Maintained the highest audit scores in team and extended support during peak season across the organization.
* Client Interaction, work Allocations and work preparation.
* Help associates in improving quality by mentoring/ identifying and working on Root Causes.
* Resolve Quality related queries and provide support for implementing Quality initiatives
* Prepare weekly quality reports for the operations team with Year to Date and Quarterly trends.
* Responsible for all activities associated with the management of client portfolios from buying and selling securities on a day-to-day basis to portfolio monitoring, settlement of transactions and client reporting.

**Certifications & Awards**

* Two JDI certifications award for worksheet (Excel)
* A Bronze award for the best performance in 1st Quarter (Jan -2015 to March – 2015)
* Certified BACS Code Of Business Conduct And Ethics
* Awarded with excellence in performance by Rewards and Recognition award which is considered a huge award in BACS

**Personal Information**

**DOB: -**  20/12/1991

**Marital** **Status**: - Single

**Hobbies: -** Listening, Movies