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OBJECTIVE:

Securing a challenging position in a progressive organization, wherein effectively utilize my knowledge, experience and continue to learn and develop my skills and contribute to the success of the company with qualities of innovation, integration, ambition and leadership skills.

KEY SKILLS:

* Total Work Experience – 12 YEARS
* Back Office Operations - Treasury, Finance, Asset Management, Equities, Fixed Income, Banc assurance and Investment Banking
* Team Work/ Team Management
* Problem Solving
* Communication
* Time Management
* IT Skills

PROFESSIONAL EXPERIENCE:

1. **LLC - Qatar [Jan 2011 till date]**

Position: Senior Treasury Operations Officer

***Treasury, Finance, Equities, Fixed Income and Investment Banking:***

* Managing and monitoring the overall bank liquidity position on a daily basis and assisting the Treasurer in decision making.
* Reviewing and Authorizing various treasury deals including FX, FX Waad, Murabaha and Wakala as per the agreements. (Placements, FX Swaps, FX Hedge, borrowings).
* Reviewing and Authorizing Bank Reconciliations of Nostro accounts with the General Ledger on daily basis.
* Daily reporting of Capital Deployment of the Company by recording all the transactions done as well as reporting the daily movement in cash to the overall Management.
* Monitoring and authorizing deal confirmations and other messages by SWIFT, Online systems or fax to correspondent banks, institutions or clients according to client instructions.
* Designing and writing operational workflows, policies and procedures to support Operation bank products.
* Maintaining the General Ledger and all related accounts with proper documentation and keeping an account of accounts receivable and payable to counterparties and office staff.
* Updating daily Fx rates in Imal and Uploading daily prices of securities in Imal.
* Reviewing daily cash and stock reconciliation for various portfolios held by the Bank.
* Reconciling Custody fees received from custodians, Rebates from brokers, passing Journal entries for clearing outstanding items in reconciliations.
* Analysis and monitoring of accounts of associates, subsidiaries and SPV’s and doing consolidation in excel sheets as well as in the system IMAL.
* Coding data according to prescribed accounting procedures and reviews information to ensure accurate reporting.
* Setting up of new brokers, SPV and attending meetings with various brokers and counterparties as well.
* Monitoring investment accounts in foreign currencies and monitoring returns on investments.
* Liaising with Auditors for quarterly and annual audits conducted for Operations, Treasury and Finance related queries.
* Reviewing monthly revaluation entries for Fixed Income Sukuks and sending reports to Finance and Operations confirming the Profit and Loss occurred for the month.
* Monitoring and corporate actions, coupons and sending notifications to the front office.
* Managing the complete Onboarding process for Counterparties, Brokers and Custodians.
* Training the Operations staff at Qatar and Saudi on the core banking system functionalities and operational policies and procedures.

***Wealth Management/Fund Accounting:***

* Entering daily trades reported by Fund Manager.
* Calculating the Daily NAV and sending out various daily reports to management
* Reconciling and confirming month end NAVS against Admin.
* Reconciling cash and portfolio positions against the custodian on a daily basis.
* Preparing and sending FACT sheets to potential clients
* Following up with the custodian and administrators on any trade discrepancies.
* Reconcile funds with custodian against broker and fund manager reports.
* Preparing and executing transfers to pay invoices for various fees
* Processing dividends and applying them to the portfolios accordingly.
* Pass accruals for various Fees for the Funds.
* Managing Investment Banking payments and ensure smooth execution of the related deals.

**System knowledge & Achievements:**

IMAL, Kondor plus, Advent, Bloomberg.

Managed the Migration of data from Biton to Advent with complete reconciliations of four portfolios.

Managed adhoc projects for setting up new application such as (Kondor plus and advent for Risk monitoring and brokerage).

1. **ABN AMRO - UAE [May 2008 to Dec 2010]**

**which was acquired by RBS (Royal Bank of Scotland and later on by ADCB (Abu Dhabi Commercial Bank)**

Position: Senior Banking Officer - Grade 6

***Banc Assurance &, Finance :***

* Reporting daily MIS, weekly commission reconciliations and MIS, and month end commission

Reconciliation keeping an account of the commissions received and the receivables for the previous month as per the policies accrued for the previous month.

* Debiting the clients account and transferring funds to the respective insurance company’s Sundries and sending the application to the respective insurance companies.
* Managing the month end activities by preparing the Final data for revenue accrual and reporting it to business and Finance giving them the revenue figures accrued for the particular month.
* Daily checking applications for New Business for different insurance products like Royal Skandia, Zurich Intl, Old mutual etc and approving the application if as per policies of the Insurance Company as well as RBS.
* Liaising with RBS external clients e.g. (RSK, OMB, Zurich) for cases in pipeline and for commission receivables. Also liaising with RM’s and Service Heads if any discrepancies in the application sent across to Operations.

***Consumer Banking:***

* Processing of trades received from RM’s (Funds, bonds, equities) checking the trade as per the Banks policies and then approving them in back office system (WMS)as well as front office system (Eops) for the traders to execute the trade in the market.
* Chasing Contract notes from various counterparties and do the allotments of the trades as per the Contract Notes received and debit the clients account accordingly.
* Checking clear stream for allegements and sending swifts to agents to settle the trade on time.
* Checking balances available in different currencies for different custodians and funding trades and corporate actions accordingly.
* Also sending swifts to custodians and counterparties via MT 202 in order to settle trades and corporate actions in a timely manner.
* Settlement of trades and also IPO’s as per the contract note and also checking Intellimatch (reconciliation tool) if the statement has been received.
* Answering all queries from the business and rejecting orders at the time of order processing as per the Banks policies and procedures.
* Process Nostro Funding and ensure that all SWIFT messages have been collected and reviewed as per six eye principle. Ensure that all amounts are closed in Intellimatch.

**System knowledge:**

Score, Finacle, WMS and Clearstream

* **Analyst with ABN AMRO - India [January 2006 - April 2008]**

Position: Senior Team Member – Grade 3 ( Global Securities Operations)

* Reconciling and investigating stock and cash both and matching the ledgers and statements accordingly and sending reports to the management as per Intellimatch.
* Account mapping for the various transactions to facilitate preparation of the trial balances.
* Monthly general ledger account analysis and analysis of P/L & Balance sheet for various legal entities across regions for tracing entities which are dormant and would require closing these entities.
* Regular Exposure to high risk trades in the form of Stock Loans, Free of payment (FOP) and Delivery/ Receipt against payment trades.
* Accounting for financial instruments like equities and derivatives and assist fund accounting function in a Multi currency accounting environment.
* Sending instructions to agents of different markets through swift instructions e.g. MT 540, MT 541, MT 543, MT202 etc.
* Handling fails management by chasing failed trades with counterparties and coordinating

with traders to get proper details of the trade in order to settle the trade as per the timelines of exchanges in different markets.

* Also making macros in Excel which in turn reduced the time for processing the US Baskets.

Training:

Prior to settlements, supported the BAU for Dividends in London for ABN AMRO Bank N.V for six months and was trained and handled the below roles:

* Trained on USA and UK and other International markets.
* Creating files in Astrid (Dividend Processing System) on Ex-date.
* Balancing the files on Record Date, which involves rechecking the dealer’s position, depot positions, stock loans and borrows and inputting any trades open over the record date.
* Reconcile and solve any discrepancies on Pay Date relating to position, dividend rate, and tax rate by investigating with the agents and the counterparts.
* Solving any discrepancies related to the Cash breaks, Inputting dividend P&L in Fidessa (Front Office System).
* Pass manual journals to clear cash if necessary and clear any cash related to the coupon Payments.

**System knowledge:**

RIMS, DTC, Euro Clear, Mint, Swift Alliance, Astrid for Dividends and Corporate Actions, Fidessa and Other Custodian Applications as per the Securities Market.

**3. JP Morgan Chase Services- India [Nov 2004 - Jan 2006]**

Position: Reference Data Analyst:

Working for Reference Data Services, wherein working for Team Verve

* Working on client Revenue generating system and advising and mapping SPNs in various groups like SPVs etc.
* Booking and reconciling intercompany accounts. Recording Collection and Sending Reports to the Management.
* Also creating Marcos’s and various other formulas which in turn reduced processing of SPN’s within various time limits.

**Achievements:**

* Received Certificate of appreciation for consistently performing with 100% TAT and accuracy rates, completion of projects well before deadline dates for various projects.

**4. E- Funds International Services India Ltd - India [Dec 2002 to Nov 2003]**

* Worked for a voice based project called “WEST”

Education & Training:

Bachelor of Commerce from the University of Mumbai 2004

Computer Knowledge:

* Software Packages: MS – Office 98, 2000, XP, 2003 & 2007
* Proficient in Microsoft Word, Excel and PowerPoint

Personal Information:

* + - Sex: Male
    - Date of Birth: 9th August 1982
    - Marital Status: Married
    - Nationality: Indian
    - Languages: English, Hindi, Marathi, Konkani
    - Hobbies: Listening to Music, Playing Guitar, Reading Books

**First Name of Application CV No:** 1658220

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