**Career Objective**

Seeking a position in Finance and Accounts to work in an esteemed challenging organization in order to improvise the experience gained and also utilize communication, interpersonal skill in order to increase productivity within the organization. Having excellent interpersonal skills and comfortable communicating with clients.

**Work Experience:**

Pvt Ltd. Chennai- Client: Citibank

Sep’ 2013 to Mar’2016

India

Designation: Financial Analyst

**Roles and Responsibilities:**

**Origination**

* Dealing with execution of syndication loans activities such as Libor and Prime.
* Processing all Loan related borrowings, repayments, prepayments, rollovers, conversions, consolidations.
* Maintaining all loans, changing due dates and make loan extensions as per client request.
* Managing classified Loans, and FX Loans.
* Ensure transactions are processed accurately within compliance and per Credit Agreements.
* Cash Reconciliation done through CBM & Recon portal(TLM).
* Review daily exception reporting & resolve any outstanding items pertaining to assigned portfolio.
* Investigate & resolve transactional issue.
* Review daily exception reporting & resolve any outstanding items pertaining to assigned portfolio.
* Ensuring supporting docs are provided on time for Audits and maintaining the accuracy.
* Also involved in preparation of MIS report.
* Communicate with external counterparties daily regarding Loan activity.
* Communicate closely with internal counterparties such as Middle Office, Risk Team.

**Disclosure**

* Setting-up sites for the Borrowers in the Electronic Platform (Debtdomain & Intralinks).
* Performing a manual reconciliation of the lenders to reflect the real lenders count.
* Liaising with the Borrowers to obtain the required documents (Compliance, Unaudited and Financial Covenants and revealing and updating it to the lenders.
* Investigating and resolving the investor and borrower queries towards the documents of the particular Borrower or Investor.
* Conducting Daily huddles for the team on start of day to plan on the day activity.
* Divide and allocate work to the team members to ensure that the work is completed on time.
* Handling the escalations for the team and submit the detailed report to the management.
* Inputting and updating the daily and weekly MIS for the team and publish to the management.
* Perform multitasking on the several activities to reduce the work pressure
* Training for new joiners on multiple queue

**Scrittura Routing:**

* Subject Matter Expert for this team and handling four members team.
* Manually route the faxes which comes in the work tool (Scrittura) for the different business types for processing.
* Obtain and collate the end of day volumes and prepare the MIS to report it to the management.
* Taking Scrittura Report go get exact number of notices received in Scrittura.
* Taking two times prime report to avoid the miss the funding.
* Taking End of the Day report to avoid the routing the notices to the wrong loan admin.
* Reduced the Escalationin routing.
* Training for new joiners on multiple queue

**Achievements**

* Filed two Pragati ideas which further streamlined the process.
* Appreciations for achieving targets provided within the team.
* Awarded Star of the week multiple times.
* Awarded Best Performer for the quarter September 2014.

**Work Experience:**

Pierian Logistic

January 2013 to September 2013

Designation: Process Associate

Chennai

**Roles and Responsibilities:**

* Recommend optimal transportation modes, routing, equipment, or frequency.
* Plan or implement material flow management systems to meet production requirements.
* Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
* Participate in carrier management processes, such as selection, qualification, or performance evaluation
* Monitor product import or export processes to ensure compliance with regulatory or legal requirements.
* Negotiate transportation rates or services
* Receive shipments and ensure both quality and quantity
* Trace, track and expedite purchase processes
* Create and maintain contact with vendors and customers to ensure timely delivery of goods
* Interact with third party logistics service providers
* Audit freight cost and documentation
* Maintain communication with warehouse staff to ensure proper working order
* Review bills, invoices and purchase orders and Ensure all payments are processed in time
* Assist customers with inquiries
* Create packing lists and update shipment information in database and Organize files both manually and electronically

**Educational Details:**

* Accomplished Master’s Degree of Administration in Finance (2012-2014) from Loyola College, Pondicherry University Chennai.
* Accomplished Bachelor’s Degree in Business Administration (2009-2012) from The New College, Madras University, Chennai.
* HSC completed from Sri Venkateshwara Matriculation Hr.Sec School.
* SSLC completed from National Institute of Open Schooling**.**

**Extra curricular activity**

* Awarded as the best athletes in the year 2011 at the inter school competition
* Won Quiz contest competition twice at the school level
* Interest in Cricket and appeared for district level and own certificates

# Personal Details

Date of birth : 02/01/1991

Gender : Male

Nationality : Indian

Marital status : Married

Languages known : English, Hindi, Tamil and Urdu

**First Name of Application CV No:** **1702800**

Whatsapp Mobile: +971504753686

