**Jayanth**

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**Executive Synopsis:**

* Highly accomplished Finance and Accounts professional with 3 **years of work experience** in related field.
* Thorough knowledge of all aspects of financial accounting right from writing the primary books of entry till finalization of accounts.
* Knowledge of cost accounting, stores accounting, auditing and business taxation
* Proven track record with capacity to maximize business and integrate finance function.
* Proactive, innovative and result oriented with excellent communication skills.

**Objective:**

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| --- | --- | --- |
| Being a Master of Business Administration in Finance (MBA-Finance) with **Three years work experience** as an Accountant, To acquire a challenging position at a progressive and dynamic company where I can utilize my skills, knowledge and experience to analyze, develop and maintain organization’s needs.  **STRENGTH** | | |
| * **Reconciliation of Accounts** * **End-of-month account Closing & Reconciliation** * **Accounts Payable- Accounts Receivable** | * **MIS & Cash flow statements** * **Well Trained-Computer Proficiency** |

**Professional Experience:**

Reconciliation Specialist

December 2012 – March 2016

As a team member of Nostro Reconciliations, I am responsible for the Daily activities & reconciliation of the firm's nostro accounts held with overseas correspondent banks and JPMorgan branches, through a global operating model with the given teams based in Bournemouth, APAC Regions and Bangalore, and providing timely and ad-hoc reports of the day to day reconciliation to the higher management.  
  
**My Job responsibilities include:**

* This position is within the Reconciliations team, who has responsibility for primary account controls, ensuring that all expected feeds are received for reconciliation, chasing up appropriately within set deadlines.
* To complete the matching of exceptions, identification of breaks and onward referral to internal lines of business responsible for the resolution of breaks.
* Liaising with Internal tech teams and agent banks to ensure the receipt of Ledgers & Statements for Reconciliation.
* Dealing with SWIFT’s from Corresponding banks as it is one of the main modes of communication.
* The management and resolution of aged breaks, quality control and process improvement both internal and external.
* Opening, closing and amending accounts under Nostro Reconciliations ownership according to set timeframe.
* Representation of the Nostro Reconciliations group globally on cross line of business meetings, fostering and maintenance of relationships with business partners Involvement in key Nostro Reconciliations initiatives/deliverables as a subject matter expert, working with line of business partners
* Tools used are TLM – Smart Screen, MHS – Message Handling system and Swift Bus, IVAULT for reporting purpose, TLM Recon Admin for adding, deleting & amendment of accounts.

Other Responsibilities:

* Involve in centralized transaction operation –retail banking processing various work basket q42, q28, q48, q12, q11, q10 and q51.
* To process all incoming returns (check deposit, drafts) on behalf of depositing customer based upon their special instructions, these items are returned by banks due to various reasons.
* Responsible for reviewing all the checks less than or equal to $50,000 and find out the fraud check by research using different applications to satisfy ASIQ-16 reason.
* Responsible for decision accounts by following the special instructions on them and making pay and return decisions that avoid financial loss to company and account holders ,while providing quality service.
* Escalate suspicious transaction to risk partner for further verification with customer.
* Review and possibly return suspected DDA items such stop payment fraud suspects close accounts and dormant account.
* To ensure the target IPH and target escalation meet.
* Support corporate and line of business project the impact deposit a/c.
* To ensure adherence to corporate accounting compliances and policies.
* To document all escalated and returned checks in excel file to review for training purpose.
* To represent quality board matrix on monthly basis.

Department:Confirmations

Responsibilities

* To ensure various request type processed within SLA.
* To ensure all SOP are followed to avoid error and privacy breach.
* To ensure request are valid and send it right requester.
* To meet the target requests within the stipulated time with accuracy

**Academic Qualification:**

* **MBA (Master of Business Administration in Finance)** from VTU University, Banglore , India
* **B. Com (Bachelor of Commerce)** from St. Philomena College, Mangalore University. India

###### Competencies

* Ability to meet deadlines and work with minimal supervision and guidance.
* Able to work independently and with groups.
* Outstanding verbal and written communication and presentation skills.
* Ability to present information clearly.
* Creative problem solving & conflict resolution.
* Attentiveness to detail.
* Strong organizational skills.
* Prioritize in a multi-task environment.

**Technical Qualification & IT Skills:**

MS Office : Word, Excel, PowerPoint. Access

Accounting Package : SAP, Tally

Operating system : Windows XP Professional

**Declaration:**

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