**CURRICULUM VITAE**

**Imran**

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**PROFESSIONAL SYNOPSIS**

* A hard working, experienced professional with 4 years 8 months of experience in Investment Banking operations & Accounts.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Expertise in setting up quality standards for various operational areas, ensuring a high-quality customer experience, while adhering to the SLA’s and work processes.

**Career Objective:**

To obtain an **Accounting** position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

**Work Experience:**

**DST Worldwide Services Private Limited Hyderabad (April 2013-Jan 2017)**

**Job Title: Senior Process Associate**

DST provides services to Global Customers across the World related to INVESTMENT BANKING & Mutual funds Services some of the major responsibilities are as follows:

**Client Name**: **Deutsche Bank**

**Job Responsibilities in DST Worldwide Services:**

* Processed all bank Transactions of Account holders.
* Provide Bank monthly statements to the investors like Dividends and Capital gains sending to their bank accounts.
* Setup Automatic Withdrawal Plans and Systematic Purchases to investor Banks.
* Meet Quality (99%) and Productivity (100%) parameters.
* Updating New Bank Information of the clients to without any deviations.
* Expertise in Processing financial transactions including Purchases, Redemption’s, Exchanges, Transfer of Assets,
* Process account maintenance requests, such as changes to dealer information, Social Security number, name, address, bank details, contact information, and more.
* Provide efficient end-to-end bank services and maintain a high level of sensitivity while we protect, store, retrieve, and update investor records.

**Achievements & Initiatives in current role:**

* Consistently maintaining performance above floor average.
* Recipient of appreciation mails for excellent performance.
* Got star of the quarter award.
* Spot Award winner and got several appreciations from Business area in helping them and advising them in process wise information and for any escalations.

**BVG India PVT Ltd Hyderabad (April 2009 – June 2010)**

**Job Title: Accountant**

**Job Responsibilities in BVG India PVT Ltd:**

* + Maintained Daybook, Sales, Purchase & posting ledgers.
  + Preparation of Income statements, journals, ledgers, P & L Accounts, balance sheet, general ledger & other reports.
  + Preparation of Bank Reconciliation Statements.
  + Maintaining petty cash, prepare petty cash statements and to be responsible for all payments issued.
  + Preparing reports related to cash flow, sales, etc.
  + Preparation of Daily Sales Report.
  + Preparing the reports of Account Payables and Account Receivables.
  + Prepare monthly account reconciliation.
  + Post transactions to journals, ledgers and other records.

**Academic Qualifications:**

* **Master of Business Administration** from Kakatiya University. **(2010-2012)**
* **B. Com (Computers)** from Kakatiya University. **(2006-2009)**
* **Intermediate** from Board of Intermediate Education. **(2004-2006)**
* **SSC** from Board of Secondary Education. **(2004)**

**Strengths:**

* Strong communication skills, Team Player, Keen observer, learner & Versatile.

**Skills:**

* Microsoft Office, Accounting packages, Good knowledge of financial transactions & excellent typing skills.

**Hobbies / interests:**

* Playing Cricket, listening to different Genres of music & Personal fitness.

**Personal Profile:**

Date of Birth: 24th Oct 1988

Gender: Male

Marital Status: Single

Nationality: Indian

Languages known: English, Urdu, Hindi & Telugu

**Declaration:**

I hereby declare that the above stated information is true to the best of my knowledge and belief.