**KABIR** 

E-mail- **Kabir.344618@2freemail.com**

**C/o-Mobile**: +971505891826

***Career Summary:*** Result-oriented and a hard-working professional with work-experience

of about

5.5 years in banking and investment industry. I’m highly ambitious with a strong track record of delivering the top performance on time.

**Work Experience: -**

**Deutsche Bank operation Intl, Bangalore-Indian Experience: 3.4Years.**

**Designation:** Operational Analyst-Global market of listed derivatives,

**Role and responsibility**

* Worked in Brokerage, eGains, Receivables, payables .T+1 Reconciliation..
* Reconciliation of executing and clearing broker on T+1 and monthly.
* Able to identify the lot level discrepancies for eGains and internal trades.
* Able to resolve the rate issues based on eGus between eGains and internal Trade. Also informing external parties for the rate discrepancies.
* Able to work closely with the other firms to increase the match trades with in the cut off period.
* Resolve the issue relating to doc and eGus and MO team.
* Prepare month end summary and posting entries for eGains receipts and payments
* Successfully completing the busy seasons without KPI misses, delay or escalations maintaining 100% KPI (Key Performance Indicator).
* Undergone several self-trainings through Deutsche Bank employee learning portal, viz. Foundation to Investment Banking; Fixed Income, Basics of Derivatives etc.
* Undertaken rigorous training for new-joiners.CB.
* Makin payment to FIA tech on monthly basis.
* Posting adjustment entries.
* Got training for GPS also.
* Performed daily reconciliation for GPS.
* Worked in TLM reconciliation system.

**Work done for the development of the eGains:-**

* Performs analysis for EURX exchange and make reconciliation system to go live EURX market.
* Increase the settlement of eGains
* Found new reconciliation system for IFEU,IFUS, markets.
* Handle eGains FIA eRecs project and successfully complete the eRecs project. And gone Live on eRecs which is more time saving and reduce the manual work for reconciliation.
* Done all the testing in FIA eRec tool with internal BAU.

**National bank of Abu Dhabi(UAE)- Experience from 15th Mar 2015 to till date**

**Designation: Reconciliation officer**

**Role and responsibility**

* Preparation of budget for various department each month.
* Raise estimated accruals for the next month all communication related expenses.
* Provide expense details to finance and co-ordinate with various departmental head for necessary approvals.
* Reconciliation of bills from Etisalat and Du for cost allocation invarious departments.
* Making payments to supplier on monthly basis.
* Prepare detailed break up of payments to provide to individual department for debiting there cost center.
* Resolving the queries from different employees regarding the service they are using on time.
* Work under deadlines and successfully meet the target.
* Work closely with other team members to achieve variousteam objectives.
* Clear outstanding payments due with Etisalat and Du Telecom companies.
* Preparing payments file and making payments every month.
* Prepared process policy and procedure for the smooth flow on the process.
* Prepared standard payments template for various product to auto reconcile.
* Timely advise and help team member’s to resolve any issue.

**Work done for the development :-**

* Prepared different template file for payments.
* Prepared Macro and other formula based file to reduce manual work and time.
* Automate the process and replace with the old manual system.
* Prepared refund procedure to the employee for Administration department.
* Prepared new payments method for time saving.

**Technical Skills:**

* Undergone training on Excel, Advanced Excel through Deutsche bank learning portal.

***Rewards& Recognition:***

* Received “Spot Award” and employee of the month for maintaining excellent TAT & for delivering quality service .
* Receive best team of the month among the other team.

.

**Managerial Skills:**

* People management skills displayed in managing and allocating work and ensuring quality result.
* Multi-tasking ability
* Ability to manage time effectively, and work under extreme pressure.
* Work floor management, Smooth flow of operation was also ensured

**Personal Skills:**

* Decent oral & excellent written communication skills.
* Good analytical & reasoning ability.
* Positive approach towards solving problems.
* Flexible to any circumstances.
* Passion for Improvement.
* Effective time management.
* Enthusiastic, creative, passionate and attentive to detail.

***Education:***2008-2011: **Bachelor of Business Administration –*Finance***

 *Acharya Institute Management and science, Bangalore*, India

 2006-2008: **Pre-University (Higher Secondary) - *Commerce & Banking***

 *Jatiya Academy, Hojai*, India

**COMPUTER PROFICIENCY:**

* Windows OS – XP, Vista, 7.
* MS Office Tools- Word, Advance Excel, PowerPoint.
* Snow 101

***Language Skills:***

**Language Speaking Reading Writing**

English Expert Expert Expert

Hindi Expert Expert Expert

Urdu Expert Low None

Arabic None Medium Low

AssamesExpert Expert Expert

Kannada Medium None None

**INTERNSHIP:**

ORGANIZATION – DEVELOPMENT CREDIT BANK

TITLE- FUND BASE CREDIT APPRAISAL

DETAILS - A project done as a part of industry exposure for a period of 45 days. The fund base credit appraisal has been carried out to find out the way to strengthen the performance of the organization for the next forthcoming years. The study examines the financial record of achievement with regard to the growth, size, development and stability of earnings.

**HOBBIES & INTERESTS:**

* Social Networking
* Cooking
* Volunteer Work
* Reading Novels
* Composing Poems
* Playing cricket

**EXTRA CURRICULAR ACTIVITIES:**

* Organized the event at Intercollegiate Management Fest ‘MELANGE-09’ at AIMS, Bangalore.
* Completed Personality Development and Career Management-A Certification Course from Quantum Leap Performance Solutions, Bangalore.

**PERSONAL DETAILS:**

Nationality : Indian

Gender : Male

Notice Period : 30days

I hereby declare that all details specified by me are true and complete to the best of my knowledge and belief.