SARFARAZ

Dubai, UAE

**🖂:** sarfaraz.377995@2freemail.com

**🕿:C/o 971504973598**

Career Objectives

Graduated from France in Finance and Performance-driven professional with 8 years of experience in finance industry. Versatile team player eager to contribute a strong finance and administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange of superior performance.

Academic Credentials

* *MSc. -* Masters in“Financial Markets and Investments”-SKEMA BUSINESS SCHOOL-PARIS**, FRANCE**, 2015
* MBA - Pune University, ***INDIA****,* 2007.
* B.Com. - Shivaji University, ***INDIA****,* 2005.

Professional Experience

July 2015 – Jan 2018 (2 Years and 6 Months)

**Tata Consultancy Services (TCS)**, Bengaluru, INDIA

**Senior Process Associate**- (Project-Deutsche Bank)

* Performed duties as per the latest regulatory requirements and internal compliance guidelines, policies and procedures.
* Performed the Four Eye checks before client closure and escalated the issue if the accounts were suspended.
* Cross verified the trade checks between Fidesa and DB-client systems and accordingly closed the accounts in downstream systems.
* Supported closure related queries from Front Office and DB offshore teams.
* Reviewed and monitored accounts for AML activities in line with the KYC/AML policy and SOP of the bank
* Maintained units statistical data / MIS on regular basis.
* Assisted outreach team and took confirmation before closure of the accounts on Location level as well as product level.
* Performed regulatory activities like FATCA, Dodd Frank & KYC etc. on-boarding clients in various downstream.

Feb 2013 – July 2013 (6 Months)

**On Demand Agility- Credit Suisse,** Pune, INDIA

***Business Analyst***

* Ensured delivery in Basel 3-BFI project/requirements with collaboration with other team globally.
* Took an ownership and actively managed risk issues, assumptions and dependencies for defined areas.
* Assessed risk positions involved in BFI and provided weekly status reporting.
* Investigated BFI outputs/breaks used for BFI reconciliation.
* Effectively identified, developed and executed strategies to boost the daily productivity and quality.
* Co-ordinated with onshore teams from Singapore and USA to get resolutions on risk positions.
* Responsible for sending daily as well as monthly data to other teams for further investigations.

Aug 2007 – May 2012(4 years, 9 months)

**Bank of New York Mellon,** Pune INDIA

***Performance Analyst***

* Handled a team of 3 Operation’s Executives (OEs) and took an ownership of the peer check of the daily tasks, timely finalised the client accounts on and before due dates.
* Coordinated with the Investment Managers regarding monthly as well as quarterly returns of the portfolio as per their requirements and calculation of NAV on daily basis.
* Responsible for providing funds’ returns to the investment manager i.e. Total Fund Returns & Individual Security Level returns.
* Expert at calculating portfolio returns to serve as a method of assessing a particular investment strategy.
* Compared the benchmark/index returns with the required fund accounts.
* Effectively used fund measurement methodologies to calculate fund returns and finalized the accounts.
* Provided professional support to the clients and investment managers through timely and accurate delivery of rates of returns.
* Skilled in handling Client’s queries / escalations and coordinating for the same with the Accounting Team.
* Attained experience in measuring funds’ performance in several different ways, depending on the Asset Owner’s objective whether it aims for Total Fund Returns Individual Security Level or a combination of both.
* Deft at calculating portfolio returns to serve as a method of assessing a particular investment strategy on a daily or long term basis and comparing the same with the required benchmarks.
* Expert in using methodologies viz. modified deitz and generating custom reports.

Areas of Expertise

**Performance Measurement**

* Mapping client’s financial product requirements such as IR (Intraperiod Revaluation), TUCS (Hard Copy Reporting), etc., identifying improvement areas & implementing measures to maximize client satisfaction levels.
* Ensuring continuous interaction with the client to make sure that area of concern can be worked upon for improved service levels.
* Dealing with the onshore teams to gather and check client’s documents and related data viz. the journal entries, prices & transactions in the system on a regular basis; finalising the data and preparing the reports and submitting the same to the clients.

**Process Management**

* Monitoring the overall functioning of processes and identifying improvement areas.
* Implementing adequate measures to maximize client satisfaction level.
* Conducting internal process audits & process reviews for ensuring strict adherence to the process parameters/systems as per defined guidelines.
* Conducting cross training, refresher trainings, webex sessions, etc. pertaining to the management of new transitions from USA and Canada.

Skills

**Key Skills Software Skills Linguistic Skills**

Derivatives MS Word, MS Excel English - Fluent

Fund management MS PowerPoint Portuguese - Moderate

Asset management VBA

Portfolio returns SQL

Financial instruments

Personal Details

Date of Birth: 11th June 1985.

Nationality: Indian

Marital Status: Unmarried