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|  |  | **RESUME** |
| ABUJAR |  |  |  |
| E-mail | : abujar-394779@2freemail.com  |

**OBJECTIVE**

To obtain a suitable position in an organization where my skills and experience can be

utilized to make a positive contribution to the company’s and self growth.

**PROFESSIONAL EXPERIENCE**

* Recent Organization
* Job Title – Associate Analyst ( Hedge Fund Accountant )
* Period – 13th Aug 2018 to 06th September 2019.

**Responsibilities*.***

Daily Reconciliation of Cash, Position, Open Trade Equity, Holding Recon and OTC Recon hold by hedge fund with the various broker’s reports.

* Posting accounting entries like Transfers, Income, Expenses related to fund into the tool (i.e. Geneva 17.2).
* Reconciliation on daily basis which includes cash, position and OTC to ensure any variance in data between custodian/Client/third party and administrator are investigated and resolving them.
* Working with various products including equities and derivatives.
* Calculate OTE for various securities on daily basis.
* Find out the causes of breaks between clients and brokers statements.
* Verifying price variances, dividend and corporate actions with the help of Bloomberg.
* Prepare timely and accurate daily & monthly Net Asset Value & Gross Asset Value of funds along with management fee.
* Identify exceptions and problems affecting accounting records and prices, communicating same to respective team, and assisting in their resolution.
* Handling derivatives such as Credit Default Swaps (CDS), Forward, Future and Options.
* Closely working with onshore to understand and learn new things.

**PREVIOUS ORGANIZATION**

* Position/Job title - Process Analyst

Organization - Genpact Pvt LimitedPeriod - 21thDec 2016–11th

Aug 2018.

**Responsibilities** –

* Reconciling supplier accounts and resolving differences.
* To check credit availability of companies in SAP.
* To check the requirements of different companies for acceptance of documents.
	+ To prepare the weekly and monthly reports in Excel by using SAP.
	+ Working on SAP & using transaction codes in order to provide the required information to client.
	+ Processing all purchases (supplier invoices) and refunds(credit notes)
	+ Accounting for valid treatment of VAT on expense invoices.
	+ Managed End to End P2P process which includes invoice processing, Query Management, Vendor Reconciliation & Reporting.
	+ Preparing Weekly and Monthly ZMIR6 Queries & GRIR Balance Reports.

**ACADEMIC PROFILE**

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| **Course** | **Institute** | **Year** | **Percentage** |
| M.COM | Aligarh Muslim University | 2016 | 64.56% |
| B.COM (Hons.) | Aligarh Muslim University | 2014 | 58.00% |

**Accomplishments**

* Company Secretaries Foundation exam cleared.
* Senior Food in Hall of residence.
* **Captain of hiking and mountaineering of hostel in 2012-13**

**STRENGTHS**

* Good knowledge of MS Word, Power Point and Excel.
* Ability to work as individual as well as in group.
* Flexible, adaptable and quick learner.
* Inquisitive towards learning new things.
* Positive Attitude

**PERSONAL DETAILS**

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|  | **Date Of Birth** | **:** 05/01/1992 |
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| **PASSPORT DETAILS** |  |
|  |  | **Place of Issue** | **: Ghaziabad** |
|  |  | **Date of Issue** | **: 17/02/2015** |
|  |  | **Date of Expiry** | **: 16/02/2025** |