Sooraj

***To be able to work in an organization to extend my knowledge and capabilities as well as offer my good services. Initiate toward achieving challenging goals and assignments.***

**Professional Synopsis**

 Associated as an Senior Investment Analyst for Aberdeen Standard Life Process for **Atos Syntel Ltd**

since July’2016 – Jan’2020.

 A keen Initiator & Implementer in proposing strategies and solutions to resolve business needs or resource gaps. This should help me to enhance my skills, enable me to grow as an individual and broaden my horizon

# Areas of Exposure

* Operations Management - Team handling-Individual Contributor
* People Management - Performance Management - Executing Transition project

# Skills’ Set

 Exporting trades to the custodian & Sending Fax amendment to the custodian. Taking care of Inbox & Monitoring queue in Salesforce and maintaining smooth flow of volume.

 Dealing with Transactions pertaining to sales, Redemptions, Switch & Queries.

 Working in high risk environment on money in & out transaction processing.

 Working on Financial item with a dealing tolerance of £1M for Nominee, Client within the dealing cut- offs across Mancos’s.

 Processing & quality checking the work relation to Daily Transaction.

 Monitoring overall functioning of processes ensuring compliance to the agreed SLA levels.

 Excellent organizational, motivational and time management skills.

 Conducting internal process audits & reviews for ensuring strict adherence to the process parameters/systems as per defined guidelines.

 Maintaining and updating Sop’s, SLA’s, KPI, Process notes periodically since current process is completely at Individual contributor level.

 Experienced in handling and managing Performance Appraisals discussions with team members.

 Ensured and managed smooth hiring process for entire vertical.

 Preparing excel MIS, Governance Forum Deck on Power Point on a monthly basis and presenting it to management to highlight overall progress of my process.

 Maximized team performance – Always Strived to excel in identifying, develop and use strengths of team members as well as to locate, detect and resolve problems and weaknesses of each team individual.

 Providing Floor support and solving people’s query.

# Organizational Experience

## Since July ’14– Apr’16 with Xangars Solutions Pvt. Ltd., Andheri

*As Account Assistant*

**Roles and Responsibilities:**

 Account Data, complete accounts, Payroll, ESIC, PF, PT, Service Tax & other Statutory Accounts.

 Enter posting of purchase, sales, payment, receipt collection & journal voucher and checking to make sure payments, amounts and records are correct.

 Verify, allocate, post and reconcile accounts payable and receivable.

 Bank, Debtors & Creditors Reconciliation on Daily basis.

 Direct Internal and External audit to ensure compliance.

 Knowledge in preparation of cheque, Deposit of cash and other bank communication.

 Follow-up payments from clients, Preparing of Invoices and credit notes.

 Managing all Accounts Receivable & Payable part with regular Follow up with clients for collection.

 Preparing of Invoices and credit notes.

 Sales & Purchase total reconciliation of accounts calculating VAT.

 Reconciliation of Bank Statement on Daily basis.

 Service Tax, Vat Return, E-TDS Return Filling, Income Tax E Return Filling & other Govt. Taxes calculate

 Maintain salary register in MS-Excel(Salary Statements)

 Prepare and reviews Trial Balances, Reconciliations and work sheets.

 Assist with Auditors in finalizing the accounts.

## Since Feb ’13– Jun’14 with Gen-Next Motors Ltd., Thane

*As Account Assistant*

**Roles and Responsibilities:**

 Maintain Books of Accounts on Tally and QuickBooks: Cash Book, Ledger, Journal & Trial Balance.

 Create Invoices, Purchase and Expense Bills.

 Purchase Vehicle & Accessories sale entry.

 Handle Accounts Payable, Receivables & Petty Cash.

 Maintaining record for the purpose of audit.

 Good experience in handling VAT compliance work.

 Bank Reconciliation, RTGS & NEFT on daily basis.

 Maintain Daily Collection Report.

 Book Vendor's bill in tally & make a payment.

 Making Salary & Incentives on Monthly basis & entry in tally & Keeping records into Tally.

# Achievements

 Awarded Syntel AGILE Team award for displaying exemplarily Syntel value of “ADAPTIVE” for Q3, 2017.

 Awarded certificate of “TITAN OF THE MONTH” twice in Syntel Private Limited.

 Awarded “Spot Award" Tag for excellent work in Process Enactment for the month of November 2019.

 Got nominated by Team Leader to lead Fun Committee / Engagement team within vertical.

# Academics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Board/university** | **Year Of Passing** | **Class** | **Marks (%)** |
| SSC | Mumbai | MAR 2006-07 | 1ST | 60.00 |
| HSC | Mumbai | FEB 2008-09 | 2nd | 57.00 |
| BCom | Mumbai | MAR 2011-12 | 2nd | 59.00 |
| MCom (Accounts) | Mumbai/ Menon | July 2014-16 | - | 3rd Sem – C Grade & 4thSem – A Grade |

**Other Qualification**

 Passed Ms- CIT Exam **First Class** In the year 2009-2010

 Knowledge of MS-Office (Excel and PPT) and Completed course of Tally 9.0

 Having Internet Surfing knowledge

# Personal Details

Date of Birth : 18th December, 1991

Marital Status : Single

Languages : English, Hindi, Marathi and Malayalam

Visa Expiry Date : May 2020

Personal Contact : sooraj-397056@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

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

**Date:**

**Place: (SOORAJ)**