**RESUME**

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**Sufiyan**

**Sufiyan.269484@2freemail.com**

**Career Objective**

To join an interactive organization that gives me an opportunity to enhance my professional skills in a dynamic and stable workplace, this contributes in achieving organizations goal in a noteworthy way.

**Experience**

State Street Syntel Services Pvt. Ltd.

Designation: Associate.

Date of Joining: 29th Sept 2014 to 29th  Jan 2016.

**Project: Wealth Management Services: Transaction Processing (Operations)**

**Cash Management and Reconciliation:**

**Clients:** Capital Guardian, Deutsche bank, Silver Crest, Multi-tenant, Goldman, Galaxy, HSBC.

**Application:** Global plus (Accounting Platform), Hogan and Cash Manager.

**Key Roles:**

* Proving out the all Outgoing wires and Incoming Wires.
* Maintaining Accounts receivable and accounts payable.
* Doing payment as per the client request within a time.
* Demanding work environment while meeting deadlines and work deadlines also ensuring accuracy and quality of work
* Worked with client for their query and provide solution.
* Handling Inquiries for Stop Checks, Recall Wires, ACH Recall, Wire DK, ACH DK etc.
* Worked on cash book and Abandoned Property.
* Working on the exceptions on Cash Processing.
* Sending wires received in incoming mailbox to respective team.
* EOD reconciliation of the transaction posted.
* Worked with six different Client group for domestic as well as International Transaction.
* Throughout Transaction processing and Cash Processing done Incoming wires, Outgoing wire, ACH, Check, Transfers, events setup.
* Responsible, well organized, deadline driven, customer service focused and able to manage multiple priorities in a fast paced, demanding work environment while meeting deadlines and ensuring accuracy and quality of work.
* Providing training to team members as well as to new joiners and transferring the process knowledge to colleagues.

**Skills**:

* Communication experience interacting with international and domestic clients, staff and executive.
* A sense of urgency, commitment and focus on the right priorities to develop solutions in a timely fashion.
* Team player.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Degree/ Certificate** | **Institute (University)** | **Percentage** |
| 2014 | BBA | Pune university | 67% |
| 2011 | HSC | Maharashtra board | 63% |
| 2009 | SSC | Maharashtra board | 50% |

**Other course:-**

I completed financial accounting course with tally ERP 9 specialization.

**Computer Proficiency:-**

* Basic knowledge of computer.

**Key achievements:**

* Member of WMS fun team.
* Member of HPC team.
* Maintain zero error within process.

**Hobbies:**

* Playing cricket and listening songs.

**Personal Dossier**

Date of Birth : 04 April 1994.

Gender : Male.

Marital Status : Single.

Languages Known : English, Hindi and Marathi.

Nationality : Indian.

**Visa status:-**.

Visa validity date : 29 March 2016.

**Declaration:-**

I hereby declare that the information provided by me is true to the best of my knowledge and belief.

**Date:**