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Job Objective: finance analyst, Relationship Manager, Quality Checker preferably in Finance sector .

Finance analyst - An Overview

3.5 years of experience in the areas

Finance analyst,

Relationship Manager

Quality Checker

- ✓ **Worked as Senior Associate \ Quality checker for one of the leading service delivery company in IT consulting industry**
- ✓ Processing client's redemption instruction under Money out process
- ✓ Money Out process successfully migrated to ease the redemption process

Area of Expertise:

Finance analyst (Operational):

- Ensuring completion of assigned tasks on time
- Working as a backup and assigning tasks to team members
- Quality checking of completed tasks before they go through trade cycle.
- Calculation of processor requirement for BAU tasks.
- Timely training of team members on procedure and system updates.
- Solving queries of team members with regards to processing transactions & BAU tasks.

Achievements .

- 2 Spot Recognitions
- 1 Syntel Champ in May 2018
- Client appreciation For timely deal closing

Organizational Experience:

Since October , 2016 till June 2017 EDELWEISS Financial Service.Ltd.

Company Profile: EDELWEISS Financial Service.Ltd.

Junior associate

Role:

- Originated, reviewed, processed, closed and administered customer loan proposals.
- Managed Top Channel partners in Mumbai.
- Empaneled new Channel Partners, Trained and Generated Fresh Business.

- Consistently contributed to an average of Rs.1.5 CrBusiness per month.
- Consistently Maintained Higher IRR
- Cross sell of insurance in 80% of the cases

Since January '2018 till December 2019 ATOS SYNTEL Pvt. Ltd

Company Profile: Atos Syntel is a division of Atos and a multinational provider of integrated technology and business services

Senior Associate (Quality Checker)

Role:

- Placing Redemption, Subscriptions, Transfers and switch instructions for Individual as well as corporate clients.
- Ensuring completion of assigned tasks on time.
- Working as a backup and assigning tasks to team members
- Quality checking of completed tasks before they go through trade cycle.
- Solving queries of team members with regards to processing transactions & BAU tasks.
- Working on DMD Input/Output [AML letters and DMD vetting].
- I am part of document management division wherein we analyze client's instruction and push it to concerned department for processing.
- DMD is first department in trade cycle.
- Processing clients redemption instruction under Money out process.
- Money Out process successfully migrated to ease the redemption process.
- Currently serving under Investor services department.
- We also analyze client's legal status detail as per UK regulations for each investment to avoid money laundering.
- Ensuring completion of assigned tasks on time
- Working as a backup and assigning tasks to team members
- Quality checking of completed tasks before they go through trade cycle.
- Calculation of processor requirement for BAU tasks.
- Timely training of team members on procedure and system updates.
- Solving queries of team members with regards to processing transactions & BAU tasks.

Since May '2021 till November 2021 RTW GLOBAL LOGISTICS PVT LTD

Company Profile: RTW GLOBAL LOGISTICS PVT LTD

Executive Auditor

Role:

- Protects assets by ensuring compliance with internal control procedures and regulations.
- Ensures Compliance with established internal control procedures by examining records, reports, operating Practices and documentation.
- Verifies assets and Liabilities by comparing items to documentation.
- Complete audit workpapers by documenting audit tests and findings.
- Prepares Special Audit and control reports by collecting, analyzing and summarizing operating information and trends.
- Communicate audit finding by preparing a final report discussing findings with auditees.
- Experience in CargoWise Training System

IT Skills:

Office suite : MS Office (Outlook, , Excel, Powerpoint)

Tally : TALLY ERP 9

Academic Credentials:

- MBA** Mumbai university 2016
- BCOM** under Mumbai university 2014
- HSC** in Mumbai university 2011
- S.S..C.** from Maharashtra board of Mumbai 2009

Personal Details

Date of Birth : 6th November 1993

Marital Status : Single

Languages Known : English, Hindi, Marathi and Malayalam.

Nationality : Indian

Passport Number : N2936236

Visa Type : Tourist Visa