



Mohamed Abubakr MS

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EDUCATION

MBA

PULC Loyola college
Chennai 2018-2021

B.Com

The New College
Chennai 2014-2017

US CMA

Pursuing

KEY SKILLS

Good Communication
Technical skills
Problem Solving
Decision Making
Quick Learner
Application of concepts
Volume Cruncher
Eye for detail
Tally
Microsoft Excel

AWARDS

Emerging Talent / 2019
Burning Bright / 2021
BNY MELLON Pvt Ltd.

RESUME SUMMARY

Finance professional with 2.7 years of experience in finance as an operations executive under US Transfer Agency. Having a good knowledge on various retirement plans and contribution limits for those plans. Working closely on initiating transactions via ACH, WIRE, Checks, Overnight checks etc. for mutual funds and ensuring SLAs are met on a timely manner.

PROFESSIONAL EXPERIENCE

BANK OF NEW YORK MELLON PVT LTD, DLF

(Block 3, Floor 6, Mount-Poonamallee Road, DLF IT Park Rd, Ramapuram, Chennai, Tamil Nadu 600089, India)

Rep, Client processing January 2019 – September 2021

- Dealing with qualified and non-qualified accounts, Retirement plans like (Traditional IRA, Roth IRA, Simple/SEP IRA, 401K and 403B plans)
- Responsibility includes accuracy and eye for detail ensuring TOA (Transfer of Asset), TIK (Transfer in Kind) or Direct Rollover moved directly from our Custody to another financial institution or custodian without any discrepancies.
- Handling the financial transactions such as (Redemption, Subscription, Transfer, Exchange, Buyback, Rebalance/Re-Allocation).
- Timely completion of single day TAT.
- Saving Monitor and production reports and assuring no misses at EOD.
- Price protecting trades and transactions for previous day's requests to minimize risk events.
- Updating and communicating SOP within and for supporting teams.
- Dealing with incoming and outgoing Federal Wires from and to different custodians.
- Clearing breaks for Transfer in kind for various fund companies.

PERSONAL INFORMATION

Father's name	: Mr Mohideen Saleem
Date of Birth	: May 14, 1997
Marital Status	: Unmarried
Languages Known	: English, Tamil
Visa Status	: Visit Visa (25/03/2022)