

CURRICULUM VITAE

Karthikeyan.B

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Objective:

To lead the organization in which i work to the peak of success by establishing clear vision, setting standards, developing a team of highly motivated & empowered people and through innovative high performance leadership.

Summary:

Over 7 years of experience in Business Outsourcing Process.

Possess the enthusiasm for work, strong desire to succeed and commitment to continuous skill development that help build confidence and high level motivation to achieve desired results. Very ambitious to help others and work in the BPO.

Education:

Degree	University	Percentage
BCA (May, 2015)	SASTRA University.	64.23%
HSC (March,2012)	Govt., Hr Sec school, Peralam	73.41%
10 th (March,2009)	Govt.,High School, Kaduvangudi	87.2%

Technical Skills:

Operating languages : Windows 98, Windows XP, Windows 7

Software skills :Xero, Sage 50, Advanced Excel, CRM, CRS, Geneva, Mosiki

Skills:

- Comprehensive problem solving abilities
 - Ability to deal with people diplomatically and has good leadership skills
 - Hard worker, adaptive to the changing technology and environment.
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Career Experience:

Company : State Street HCL Services (India) Pvt Ltd, Coimbatore.

Designation : Senior Analyst

Time Period : April 26, 2022 to May 12, 2023

Roles and Responsibilities:

- The process involves both Cash and position reconciliation performed between client and custodian books.
- Responsible for tracking all corporate action events Mandatory and voluntary such as Merger&Acquisition, stock split, Reverse split, Tender Offer, Redemption, Dividend, Spin Off, Full call, partial call,
- Handling all products under corporate actions such as Fixed Income, Equity, CFD, options.
- Accurate and timely booking of corporate action Transactions after verifying data captured from Bloomberg and client.
- Reconciling Coupon and Paydown breaks between client and custodian and Repo and Reverse Repo.

Company : Integra Global Solutions, Coimbatore.

Designation : Senior Process Associate

Time Period : March 21, 2018 to March 20, 2022

Integra has been a trusted software and service solution provider for global companies from variety of industries.

A bookkeeper is responsible for recording transactions into the system, which is part of the wider and more general practice of accounting. Generally, a bookkeeper will provide an accountant with the trial balance, which is a consolidation of all the general ledger accounts, which the accountant uses to derive the Balance Sheet, Income Statement, and later the Statement of Cash Flows.

Roles and Responsibilities:

For bookkeeping:

- Processing payments, invoices, income and receipts and entering data into accounting software
- Good attention to detail to enter correct data into financial records and recognise errors
- Posting journal entries to ledger accounts.
- Performing bank reconciliations.
- Issuing invoices for money that is owed to the organisation.
- Filing tax returns.
- Handled 12 team members to completed the biggest project on monthly wise.

For Admin:

- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Review utilities consumption and strive to minimize costs
- Supervise all staff facilities staff (custodians, technicians, groundskeepers etc.) and external contractors
- Control activities like parking space allocation, waste disposal, building security etc.
- Allocate office space according to needs.

Company : Intelenet Global services, Chennai.
Designation : Senior Customer Service Executive
Time Period : July 02, 2016 to December 15, 2017

Intelenet is India's Fastest Growing Global Business Process Outsourcing Firm. A Blackstone Group Portfolio Company Specialized in Process Transformation. It's currently supporting multiple industries such BFSI, Hospitality, Logistics, Travel, Healthcare, Telecom etc. with customized services.

Intelenet has been acknowledged for its outstanding contribution in delivering service excellence and coming up with innovative solutions that provide sustainable benefits to Barclays bank. The Foreign Account Tax Compliance Act (FATCA) and the Common Reporting Standard (CRS) present significant structural changes in governments efforts to improve global tax compliance.

Roles and Responsibilities:

- Maintain the FATCA(Foreign Account Tax Compliance Act) details of our Clients
- To using Barclays portal for categorizing the Clients tax payable information
- For CRS Process, to auditing the TAX information of Clients
- Send appropriate mail to Customers, who are not paying tax on monthly basis.
- Maintain the all customer tax information in separate database
- Training the trainees in CRS Process
- Resolution of Customers Queries
- Recommending and Installing necessary applications.

Company : M2M Technologies, Coimbatore.
Designation : Process Associate
Time Period : June 28, 2015 to June 02, 2016

Roles and Responsibilities:

- Quality checking of e-publishing book
- Filling the Credit Card Application forms
- Editing the US journals and Novels
- Rectifying the errors
- Lot of appreciation calls from Customers.
- Supported a team of 8 members

Achievements:

- Awarded Star of the month for April in 2018 in my project
- Awarded Best Performer during Initial Learning Program conducted by Company.
- Obtained many client appreciations for the active participation in the process.

Personal Details:

Name : Karthikeyan baskarraaj
Address : No,7 Sri balaji avenue,
Maniyakaranpalayam,
Idikarai,
Coimbatore-641 022
Date of birth : 28-07-1995
Sex : Male
Marital status : Unmarried
Languages Known : Tamil, English
Nationality : Indian.

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Date:

Karthikeyan.B