

# BIKASH BHAILA

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400 Shelard Parkway, St. Louis Park, MN 55426 Phone: 1-612-462-2239

Email Address: [Bikash.bhaila@gmail.com](mailto:Bikash.bhaila@gmail.com)

## SUMMARY

A highly career-driven early-stage banking professional and US army reservist with background in investment banking operations and full-stack web development seeking next growth opportunity in fintech industry.

## EXPERIENCE

### **WELLS FARGO - Trust Services Group Business Systems Consultant**

**Minneapolis, MN  
05/2018 to Present**

- Responsible for processing securities class action lawsuits throughout multiple phases from research and filing to disbursement of settlement funds to trust account owners.
- Perform payment processing functions including internal account transfers, Fedwire transfers and check disbursements on regular basis.
- Train new and current employees for production functions associated with processing securities litigation and proxies.
- Involve in process improvement including updating operating procedures as required while ensuring accuracy and meeting compliance guidelines.
- Generate account exception and conflict reports through usage of Microsoft SQL server studio, temporary MS access database and MS excel, and disseminate resulting reports to different Line of Businesses (LOB).
- Utilize multiple proprietary and third-party software applications and databases such as CAT, SEI, SECA, TRAX, Proxyedge etc. to research, update or obtain data and information required to perform operational tasks effectively.
- Communicate with class actions claims administrators, LOB representatives, front and middle office personnel on a regular basis to obtain necessary information for processing class actions and proxy related functions.

### **IBM CORPORATION Financial Analyst- SG&A Expenses**

**Rochester, MN  
08/2017 to 01/2018**

- Responsible for processing and analysis of SG&A (Selling, General & Administrative) expenses for Non-Brand Business Units in Canada.
- Prepared and presented monthly and quarterly expense reports consisting budget, actuals and Forecast data to IBM Canada Controller.
- Performed transactional finance functions such as entering Journal Vouchers, Ledger Research, and Inter-Country fund Transfers.
- Coordinated with multiple business units in Canada responding to ad-hoc queries and delivering reports.
- Utilized SQL to pull information from multiple databases and import into Excel for manipulation and analysis (Filter, Pivots, V-Lookups, Macros, and other basic Formulas).
- Analyzed spend/expense financials to identify trends within the data to help develop future forecasts, utilizing Cognos BI and CAFÉ Analytical tools.

**US BANK (Temporary contract role via Kelly Services LLC.)**

**Minneapolis, MN**

**International Banking Specialist**

**02/2017 to 07/2017**

- Responsible for collection and clearance of financial instruments such as checks, money orders and travelers' checks drawn on foreign and domestic banks on behalf of internal retail customers and third-party financial institutions.
- Utilized SWIFT system to communicate with foreign banks on regular basis to ensure timely processing and clearance of financial instruments.
- Ensured screening of each financial instruments to meet compliance requirements set forth by OFAC (Office of Foreign Asset Control).
- Utilized Excel (V-Lookups, Filters and other basic formulas) to reconcile payment and transaction details between multiple global bank accounts.

**US ARMY RESERVE**

**St. Joseph, MN**

**Logistical Specialist (92A)**

**07/2016 to Present**

- Responsible for creation and maintenance of stock records, and other documents such as maintenance and supply reports through GCSS Army ERP application.
- Prepare, analyze and present reports utilizing data extracted from GCSS ERP application.
- Perform dispatch and return functions of military vehicles maintaining accountability.
- Perform clerical and administrative tasks as required, while serving as a key point of contact for Maintenance Control Section.

**US BANK (Temporary contract role via Kelly Services LLC.)**

**St. Paul, MN**

**Securities Operations Specialist**

**03/2016 to 06/2016**

- Performed proxy processing functions, including review of daily proxy notifications and vote execution on global securities held by trust accounts.
- Ensured receipt and transmission of upcoming shareholders' meeting materials from external proxy vendors to institutional clients and proxy-soliciting firms in a timely and accurate manner.
- Performed reconciliation and research on securities positions to determine share amount eligible for voting.
- Reviewed and researched resolutions stated on corporate proxies, and communicated them to the clients effectively.
- Ensured proper maintenance of proxy records for auditing and compliance requirements.
- Utilized Excel (V-Lookups, Macros, Averages, and other Basic Excel Functions) to manipulate and analyze data to reconcile and research share positions.

**ST. CLOUD STATE HUSKY GROWTH FUND**

**St. Cloud, MN**

**Equity Research Analyst**

**09/2014 to 12/2015**

- One of the few students chosen to manage a highly-selective university endowment portfolio valued at \$191,000.
- Prepared and presented research reports on quantitative and qualitative analysis of stocks and ETFs within Healthcare and Consumer Discretionary sectors.
- Analyzed potential securities using fundamental analysis and valuation techniques such as Discounted Cash Flow and Relative valuation model utilizing excel.
- Involved in decision-making process to buy, hold or sell presented securities through discussion and voting.

## **EDUCATION**

**UNIVERSITY OF MINNESOTA – College of Continuing & Professional Studies**  
**Full Stack Web Development Certificate (Coding Boot-Camp)**

**Expected May 2020**

- **Skills:** HTML, CSS, JavaScript, jQuery, Bootstrap, React.js, Node.js

**ST. CLOUD STATE UNIVERSITY**  
**Bachelor of Science in Finance**

**St. Cloud, MN**  
**December 2015**

- Major GPA: 3.8/4.0, Cumulative GPA: 3.67/4.0
- Dean's List: Fall 2011, Spring 2014, Spring 2015
- Relevant Coursework: Security Analysis, Financial Derivatives, International Finance, Investment Principles.

## **ADDITIONAL INFORMATION**

**Awards:** Honor Graduate (US Army Quartermaster School), Magna cum Laude (St. Cloud State)

**Clubs/Associations:** United States Army Reserve, SCSU Investment Club, Beta Gamma Sigma Honor Society.

**Technical Skills:** HTML, Javascript, CSS, jQuery, node.js, SWIFT, MS Excel, Cognos BI, SQL, GCSS ERP application, QMF, AS400, OFAC, Lotus Notes, SEI Trust Network, Proxy edge, Morningstar Investment Research, S&P Net Advantage, Fidelity Research, MS Office