**Sheik Mohamed Ghani.N (MBA - Finance)**

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With **4 years** of professional experience in Fund Accounting, I have been performing a role of SME (Subject Matter Expert) with complete understanding of NAV Calculation for Mutual Funds, Hedge Funds, Private Equity, Real Estate and its related functions like Custody, TA, Pricing, Corporate Actions, etc. Role includes review across all funds and its instrument types. I also ensure all reconciliation breaks in TA, Cash & Stock are validated/justified for each calculated NAV in a timely manner as per SLA. Part of "NAV Calculation" team in **BNP Paribas** which provides Fund Accounting services to internal and third-party funds. Been part of "Fund Reconciliation" team which provides support to **StateStreet** in Hedge Funds Reconciliation. Supporting the client in calculating NAV for their stakeholders. Been part of "Expense Calculation" team as well which provides support to StateStreet.

**EXPERIENCE:**

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| --- | --- | --- |
| **Employer** | **Title** | **Date of Employment** |
| BNP Paribas, Chennai. | Senior Fund Accountant | December 2013 – July 2016 |
| StateStreet HCL, Chennai. | Financial Analyst | November 2012 to November 2013 |

**IT & KEY SKILLS:**

* Multifonds, Intellimatch, Bloomberg, Lotus Notes, Amanda, Spider, Reporting Operation, pContol, Fund Administrator, Pilot, Oracle, Moski, Tally and TM1.
* Flexible, self-motivated and work under pressure to tight deadlines.
* Strong analytical and problem-solving skills.
* Work effectively both within a team structure and independently.

# BNP Paribas – Senior Fund Accountant

**Key Accountabilities of the Role**

# Processing of shareholders activities and trade activities.

# Preparation of Cash, Positions TA Reconciliations.

# Preparation and processing of income and expense Accruals.

# Verification and processing of Corporate Actions.

# Price portfolios including Equities, Options, Futures, Fixed Income, OTC's and Forwards

# Assist in the Audit process and Financial Statement preparation if required.

* Verification and justification of Pricing and NAV Calculation.
* Establish and maintain good relationships with internal service departments and clients.
* Attend and participate in team meetings.
* Ensure that BNP Paribas’s client focused ethos is maintained on a daily basis.

**Adhoc Responsibilities**

# Completeness of NAV packs includes accurate report generation, timely delivery of reports, scanning & archiving.

# Support in preparation of Key/Standard Operating Procedures for each process migrated to Chennai. Consistently evaluate the documented procedures to ensure they are complete, accurate and up to date and carry out other ad-hoc duties that may arise from time to time, mainly on month ends & year ends.

# Ensure review of critical queries before sent. When issues/errors arise ensure detailed analysis of issues and clear understanding is gained before responding to client, spoke or other parties.

# Identifying the staff training requirement & ensure all the necessary training has been provided to the team members to perform the relevant tasks.

# State Street HCL – Financial Analyst

**Key Accountabilities of Fund Reconciliation and Expense Calculation**

* Preparation of Cash, Positions and TA Reconciliations
* Preparation and processing of income and expense Accruals
* Verification and processing of Corporate Actions
* Assist in the Audit process and Financial Statement preparation if required
* Attend and participate in team meetings
* Ensure that StateStreet’s client focused ethos is maintained on a daily basis.
* Initiation of SOX for the amendments of Fund, Class, Manager Launches or terminations.
* Downloading NAV's from MCH & uploading to TM1.
* Calculation of Fee based on NAV's and Market Value Analysis of Fee Schedule.
* Generating Payment Instructions for Clients based on the value date.

**Achievements**

* Have been awarded Star of the Month, Spot and **KAIZEN** for performing over and beyond in **BNP Paribas Global Securities Operations, Chennai.**

**Education**

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| --- | --- | --- | --- | --- |
| **Qualification** | **Board / University** | **Name of the Institute** | **Year of Passing** | **Percentage** |
| MBA | Anna University | CARE School of Business Management, Trichy. | 2012 | 70 |
| B.Com | Bharathidasan University | Bishop Heber College, Trichy. | 2010 | 83 |

**Personal Information**

* Date of Birth: 27h August, 1988
* Marital Status: Single
* Languages Known: English and Tamil
* Passport: J9112302
* Location : Singapore