

Operations – 6.5 years' Experience in Institutional broking.

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OBJECTIVE

- Seeking middle to senior level assignments in Process & Operations role with leading organizations of reputed in broking sector.

PROFESSIONAL EXPERIENCE

- Working as Deputy Manager – Institutional Equities for **IDBI Capital Market & Securities Ltd. (May 29, 2023 To till date).**

Key roles and Responsibilities:

- ✓ Handling BAU of Equity & Derivative for Institutional operations.
- ✓ Handling day to day settlement process account openings, coordinating with custodians, bookings, STP, reporting and reconciliations process.
- ✓ Exchange related reporting's OTR, CP Code Modification, Bulk/block reporting's.
- ✓ Margin Monitoring utilisation for Trading Member.
- ✓ Preparation of daily & Monthly MIS reports.
- ✓ Performing Exchange reporting for Daily, Weekly and Monthly regulatory reporting's.
- ✓ Mapping clients Requirements and coordinating, developing and implementing process in line with guidelines.
- ✓ Working with Compliance to ensure for audit data's and regulatory requirements.

- Working as ENO – Cash Equities and Listed Derivatives for **Credit Suisse Securities India private limited. (Nov 2022 to May 2023)**

Key roles and Responsibilities:

- Experience in Handling Equity Derivatives Risk Management of Trading /Clearing member & FPI Limit monitoring (F&O segment) Clearing and Settlement.
 - ✓ Coordinating with trading desk to maintain & monitor Trading Member & FPI Limit on daily basis.
 - ✓ Reconciles Trades & Give Up within stipulated period by the Exchange.
 - ✓ Margin Monitoring utilisation for Trading Member & Clearing Member.
 - ✓ Maintain all types of prescribed collateral behalf of Trading/Clearing Member through collateral Management System.
 - ✓ Coordinating with various Banks for Creation of Lien Mark Fixed Deposits to place with exchange.
 - ✓ Familiar with TCS BANCS Backoffice Clearing and Settlement for TM/CM.
 - ✓ Maintain all records related Fixed Deposits like creation, maturity date, Gross Interest & TDS details after maturity.
 - ✓ Preparation of daily & Monthly MIS reports.
 - ✓ Performing Exchange reporting for Daily, Weekly and Monthly regulatory reporting's.

- Worked as Associate for **KG Information Systems Private Limited, Coimbatore. (Sep 2017 to Nov 2022).**
- Contract employee for operations & onboarding in **Jefferies India private limited, Mumbai. (2020 May to Nov 2022) - (Kgisl Vendor Payroll)**

Key roles and Responsibilities:

- ✓ Handling day to day settlement process account openings, coordinating with custodians, bookings, STP, reporting and reconciliations process.
- ✓ Exchange related reporting's OTR, CP Code Modification, Bulk/block reporting's.
- ✓ Coordinating with Global onboarding teams and with client for requirements for setup.
- ✓ Exchange Regulatory reporting weekly, monthly, quarterly and Managing MIS reports for monthly
- ✓ Working with Compliance to ensure for audit data's and regulatory requirements.
- ✓ Hands on experience with KYC and local regulatory process as well KRA and other related applications.
- ✓ Hands on experience with Banks activities reconciliations and other banking pay-in and payment process in Real time.
- ✓ Well versed with the application DTCC, CTM and other middle office and back office applications.
- ✓ Mapping clients Requirements and coordinating, developing and implementing process in line with guidelines.

- Contract employee for operation & onboarding in **Macquarie securities India ltd, Mumbai, (2017 Sep to 2019 Nov). (Kgisl Vendor Payroll)**

Key roles and Responsibilities:

- ✓ Handling onboarding for new and existing KYC Refresh in global system and local system.
- ✓ Handling day to day settlement process account openings, coordinating with custodians, bookings, STP, reporting and reconciliations process.
- ✓ Exchange related reporting's OTR, CP Code Modification, Bulk/block reporting's.
- ✓ Coordinating with Global onboarding teams and with client for requirements for setup.
- ✓ Exchange Regulatory reporting weekly, monthly, quarterly and Managing MIS reports for monthly
- ✓ Working with Compliance to ensure for audit data's and regulatory requirements.
- ✓ Hands on experience with KYC and local regulatory process as well KRA and other related applications.
- ✓ Hands on experience with Banks activities reconciliations and other banking pay-in and payment process in Real time.
- ✓ Well versed with the application DTCC, CTM and other middle office and back office applications.
- ✓ Mapping clients Requirements and coordinating, developing and implementing process in line with guidelines.

- Worked as Intern Trainee for **KGISL – IAS, Coimbatore (Sep 2016 to May 2017).**

Key roles and Responsibilities:

- ✓ Attending walk-through for better understanding of the require documents and the application.
- ✓ Preparation and execution of test case and scenario.
- ✓ Performing Functional testing.
- ✓ Performing UAT Support for test the functionality.

PROFILE SUMMARY

- 6 years of work experience in operation & onboarding team.
- Good Knowledge in BFSI Domain.
- Hands on experience with all phases of Settlement cycle and onboarding process including Screening and AML process.
- Excellent interpersonal skills with problem solving. Logical thinking and analytical abilities.
- Good communication skills with an ability to grasp new things quickly.
- Proficient in prioritizing and completing tasks in a timely manner and adept at multitasking to achieve individual and team goals.

ACADEMIC CREDENTIALS

- Post-Graduation : **M.sc Software systems** with Academic qualification with 75% KG College of arts and science (2012-2017), Bharathiar University, Coimbatore.

PROFESSIONAL CERTIFICATIONS

- **NISM - Series-VII:** Securities Operations and Risk Management Certification
- **NISM - VIII** Equity Derivatives Certification Examination
- British Council Assessment English, BEC.

COMPUTER SKILLS

- Well versed with all Versions of Windows OS
- Well versed in MS office – Excel, Word, Power Point etc.
- Basic programming languages.

PERSONAL DETAILS

NAME : KARTHIKEYAN MUTHUSAMY

DOB : 20.05.1995

MARITAL STATUS : UNMARRIED

GENDER : MALE NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH, TAMIL, PARTIALLY HINDI & MALAYALAM.