

Manoj Jain

Process Associate

Highly organized and detail-oriented Process Associate with 4.5+ years' experience in Asset Based Finance (Vehicle Financing) seeking similar roles. Proven expertise in **Regulatory Reporting (RBI)**, **MIS Preparation**, **Client Data Management**, **UAT**, and **Statement Generation**. Proficient in **MS Office**, and **industry-specific processes**. Skilled communicator and problem-solver, adept at collaborating with diverse stakeholders. Passionate about optimizing processes and ensuring data accuracy and compliance.



manojjain92.mj.mj@gmail.com



7506630913



Mumbai, India

SKILLS

MS Word

MS Excel

MS PowerPoint

Asset Based Finance

Vehicle Financing

MIS Reporting

Regulatory Reporting

Statement Generation

Communication

Problem-Solving

Analytical Skills

EDUCATION

Master of Commerce Mumbai University

07/2019 - 06/2021
Mumbai, India

Bachelor of Commerce Mumbai University

08/2016 - 05/2019
Mumbai, India

WORK EXPERIENCE

Process Associate

Tata Consultancy Service Pvt Ltd

11/2019 - 07/2024

Mumbai, India

Achievements/Tasks

- ▣ **Asset-Based Finance:** Managing vehicle financing or related vehicle financing databases and fulfilling regulatory and client reporting requirements
- ▣ **Regulatory Compliance:** Prepared and submitted accurate and timely monthly, quarterly, and annual regulatory reports as per RBI guidelines for Asset-Based Finance (ABF) portfolios
- ▣ **MIS Reporting:** Developed and presented comprehensive monthly MIS reports tailored to client requirements, providing insightful data analysis and financial statements and performance metrics
- ▣ **Bank Reconciliation:** Helping in Identifying Errors, Detecting Fraud
- ▣ **Client Data Management:** Conducted client data extraction from client provided sources and systems
- ▣ **UAT:** Actively participated in User Acceptance Testing (UAT) of new client-provided software, identifying and resolving any issues to ensure smooth implementation
- ▣ **Statement of Accounts:** Prepared accurate and timely Statements of Accounts for clients, reflecting the current financial position

COURSES

Advance Excel (01/2024)

Intershala Learning

PERSONAL DETAILS

Date of Birth - 7th January, 1999

Nationality - Indian

Marital Status - Single

LANGUAGES

Hindi

Native or Bilingual Proficiency

Marathi

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

DECLARATION

I hereby declare that the details above are correct and true to the best of my knowledge

Manoj Jain