

Anurag Paul Gummadi

Career objective:

To work in a challenging environment and to achieve the goals of the organization, to give productive result honestly which can help me to achieve both in my professional & personal development by increasing the valuation of organization, client and myself.

Work experience

Freelance Content Writer

Date: 10th Oct, 2007 - Present

Goldman Sachs: Associate

Date: 27/08/2018 – 05/03/2019

JP Morgan & Chase Co. – Analyst

Date: 22/01/2018 – 18/08/2018

Northern Trust : Processor – 1 year and 11 months

Date: 27/07/2015 – 22/06/2017

Job Summary

Freelance Content Writer:

Main Responsibilities:

- Creating, editing, and proofreading text content for company websites and blogs.
- Working closely with the companies to produce website content for the Education, IT, Health, Travel, Digital Marketing, E-Commerce, SEO, and News inclusive of meta tags, title tags, and header tags.
- Coordinating with the Corporate Communication and Marketing companies to set long-term strategies for effective content creation and management.
- Ensuring continuous collateral updating in line with the brand essence, market demand, and client requirements.
- Creating Contents using various multimedia formats that can be read, listened to, or viewed onscreen.
- Developing and updating instructional content to meet learning requirements and students
- Creating assessment items for all the new-comers to test their performances.
- Conducting periodic check of website content and updating the same as per the client's requirements.
- Creating and reviewing content for the clients periodically
- Writing content for magazines, website, newsletters, press releases, and blogs.

Goldman Sachs – Associate – Bank Relations

Main Responsibilities:

- Audit of KYC documents (e.g. Certificate of Formation, W-8, W-9, Tax forms)
- Touching base with agent banks to open cash and custody accounts for cash inflows and trust executions.
- Account opening includes NDA conversations with the clients directly, initiating KYC-AML process with the agent banks, opening accounts with T-BAMs, CAMs and T-SET.

- Creating SWIFTS (MT299, MT199, MT940, MT103, MT202, etc.) for daily transactions including statement generation with the agent banks.
- Negotiations with the agent banks and the clients to avoid discrepancies when any information cannot be provided due to business confidentiality reasons.
- Account maintenance, account closure, re-activation of dormant accounts, sending notices on loan repayments and supporting GL Reconciliation for liquidity operations.
- Primary point of time for agent banks, clients, front office and internal legal and compliance team in case of discrepancies in the KYC procedures.
- Conducting World Check/OFAC on directors or authorized signers of different banks and established clients.
- Acting as a Relationship Associate with the clients and agent banks for all liquidity transactions which cash and custody accounts if required.

Projects:

- Automation of the KYC document providing process by introducing swift registry domain site as an idea which includes one-time documents upload in the site that assists all the agent banks to collect using the website. This reduced time and effort in providing all KYC documents to the agent which additionally used to delay the account opening process.
- Enhancing AML Standard Questionnaire of Goldman Sachs – by providing exhaustive details which the agent banks leveraged to gather sufficient answers for their questionnaire.
- Introducing macro-enabled trackers providing auto update and follow-up to the clients on alternative days which reduced the process of following up and keeping a track of the emails sent on daily and weekly basis.

JP Morgan & Chase – Analyst – Liquidity Risk Operations

JPMorgan: Finance and Risk CFO Team

Liaise with members of Risk Reporting/Risk Management, Finance, and Treasury to establish reporting requirements and develop the tools, analysis and reporting necessary to proactively identify and manage risk with respect to portfolios and products, and continuously update the reporting process to reflect the current business structure.

Main Responsibilities

- Responsible for managing the annual budget, mid-year forecast and capital stress processes on behalf of the business. The group also manages the weekly forecast process and supporting critical MIS reports which is provided to senior management on a daily, weekly and monthly basis. P&A is also the primary contact for interfacing with various Corporate Finance Groups such as firm wise P&A, RCMO and Investor Relations.
- Providing a full balance sheet view to the consumers as well as Global Treasury
- Providing a day over day, month over month and quarter over quarter analysis for variances observed within that period of time.
- Analysis and explanation of business results and trends
- End to End Reconciliation of products received on daily basis and investigate on breaks observed for ASIAPAC, EMEA and WHEM Regions.
- Providing presentation to the audit and giving an entire analysis summary to the internal and external clients.

- Maintaining Recertification of Distribution Lists and Applications that are used so as to ensure continuity of Business as well as giving audit explanations regarding the same.
- Exposure to applications such as CRRT, Fin-Risk Warehouse Dashboard Portal, SAP Business Object.
- Categorizing Risk priorities based on the Transaction and Processing value from non-reconciled and non-primary data to Press-releases and High Risk data received on daily basis.

Projects:

- Provided inputs in data transforming from Legacy to FRW.
- Worked in 2 projects in establishing macros (recorded) which reduced the human efforts from manually triggering reports to automated triggered reports in SAP – Business Objects.
- Currently actively involved in automating Reconciliation Process (Manual running of database) to provide a Dashboard view in FRW Portal without any human intervention.

Northern Trust – 1 year and 11 months

Responsibilities:

- Monitoring data of wealth management clients followed by tagging and archiving confidential KYC related data.
- Focus on client needs (internal and external) and work proactively to create mutually beneficial long-term relationships.
- Exposure of IBM DOC studio platform to develop and customize the banking and financial tools
- Routing documents to specific queues for client account opening and maintenance.
- Responsible in securing client's data to avoid breaches as per codes and conducts
- Generating routing rules set up for trading accounts
- Familiar with tools like IBS Insight, Reflection, Northern Image, ERM system to deal with the client's information.
- Ensuring adherence to Service Level Agreements for wealth management and global office clients
- Setting up ACH transfers adhering to the procedural structure for retiree clients as a part of Benefit Payment plans.
- Responsible to change addresses for the clients.
- Responsible to audit and modify the tax structure of clients in case of any discrepancies.
- Investigating and chasing middle office in case of breaches, additional information requested by clients and so on.
- Calculated variant values in the credit and debit accounts to produce balance sheet.

Projects:

- Suggested and implemented ideas on structuring Data-Capture Application (a part of Doc Studio produced IBM) resulting in the reduction of 6 FTEs count.
- Assisted in identifying and resolving queries from clients during the time of breaches for which received client appreciation.
- Programmed and created a user friendly software in EDM within the process to smoothen the calculations between credited and debited accounts so as to produce an error-free balance sheet.

Key Skills:

- Good communicator who effectively conveys information verbally and in writing.
- Computer literate with proficiency in MS office, share point, MS excel.
- Typing Speed – 45 wpm
- Analytical thinking with talent for scrutinizing, improvising, and -streamlining complex work
- Goal-driven who maintains a productive climate and confidently manage within team to meet high performance standards.

Educational Qualification

10 th	2012	Mother's Public School	CBSE	
10+2	2014	College of Basic Science and Humanities	CHSE- State Board	
B.COM	2014	DR. C.V. Raman University	Correspondence	

Personal Profile

E-MAIL	: anurag.paul.ap@gmail.com
PHONE	: 7975802290
PRESENT ADDRESS	: No#176, Kacharakanahalli, St. Thomas Town, Near CMR National Public School, Jal Vayu Vihar, Bangalore - 560043
MOTHER'S NAME	: Arati Boral
FATHER'S NAME	: Whitson Paul Gummadi
DATE OF BIRTH	: 13 th July 1995
SEX	: Male
MARITAL STATUS	: Single
NATIONALITY	: Indian
RELIGION	: Christianity
LANGUAGES KNOWN	: Odia, Hindi, English
INTERESTS	: Reading, Writing, Painting, SEO translation

Declaration

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: 12/06/2018

Place: Bangalore

ANURAG PAUL GUMMADI

#References available upon request.