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Location: Hyderabad

CURRICULUM VITAE

Proven skills in managing the complete cycles of BFSI sectors. Handled R&T, Banking Operations, Reconciliations, Client Engagement and On boarding, Payroll, Accounting, Sales, Recruitment, Administration Services, Vendor Management, Back-Office Operations, Quality Checks, Transaction Process, Process Flow Controls, Global Visa and Mobility and Outsourcing Services.

EDUCATIONAL CREDENTIALS

Master's in Business Administration from Pondicherry University	2006-2008
Bachelor of Sciences from Nagarjuna University	1992-1995

CERTIFICATIONS

NISM Series-II-B Registrars to an Issue and Share Transfer Agents – Mutual Funds Certification

AMFI-Mutual Fund (Advisors) Module – NSE's Certification in Financial Markets (NCFM)

Core Competencies

Technical	End-to-End Business Operations of an Enterprise. Core Banking Operations including Front & Back Office services comprising Clearing of Cheques, CMS Products, Depository Participants, Nostro Reconciliation, Registrar & Transfer Agent-Mutual Fund Operations, NBFC Operations, Global Mobility Solutions, Insurance Sales, and Secretarial Services
Soft	RFI, RFQ, Managing SLA's, Client Onboarding, Vendor Management, Cross-Functional Co-ordination, Customer Centric, Performance & Action Oriented, Drive Result, Situational Adaptability, Directs Work, Continuous Improvements.
Finance	Account Receivable, Account Payables, Reconciliations of GL, P&L, Balance Sheet Items, Multicurrency cross border payments, Statutory & Legal Compliance of GST / SST, EPF, ESI, PT & TDS Payment, Liaising with auditors
Projects	Wastage Reduction for a F&V Distribution Centre
Tools	MS office, MS-Dynamics GP, Banking Solutions – UBS and Finware, Cashin for CMS Products, DEBOS for DP services, ERP - Tally & SAP

Work Experience

Business Manager - Ensoft Consulting Sdn Bhd, Malaysia	– May 2015 to till date
Manager Business Operations – Greenz Infrastructure Projects, Hyderabad	- Apr 2013 to Feb 2015
Banking Operations – OpexText Technologies India Pvt Ltd, Hyderabad	- Oct 2010 to Apr 2013
Executive – Karvy Computershare Pvt Ltd, Hyderabad	- Oct 2006 to Oct 2010
Junior Officer–Processing - HDFC Bank, Vijayawada	- May 2004 to Sep 2006
Assistant Manager – Tulluri Chit Funds Pvt Ltd, Vijayawada	- Mar 1997 to March 2004

I Working with Ensoft Consulting, Hyderabad as Business Manager from May 15, 2015 to till date deputed to Malaysia for 5 Years.

- Responsible for total day-to-day country operational activities of the company related to Finance, Banking, Reconciliations, Immigration, Recruitment, Payroll, Secretarial, Vendor Management, Accounting for AP, AR, GL, P&L, BS, Taxation, Consulting, Sales, Account Management and Liaising with all Government departments and Auditors for Finalization of accounts.
- Responsible for the financial management function as a whole enterprise, Sales engagement and new business development across geographies, Proven Credentials in each of the countries as well organizations associated, driving sales through social media platform various methods of reaching prospective customers, Alliances and partnerships to facilitate growth and create vibrant opportunities, alignment with distributed SEA teams domiciled in remote locations,
- Proactive and plan proficiently in handling the entire gamut of business operations and accountable for increasing profitability and achieving business objectives.
- Effective analyst, problem solver and communicator able to forge relationships with upper level Executives and build consensus across multiple levels.

II Worked at Green Infrastructure Projects Pvt. Ltd. Hyderabad as Manager Business Operations F&V division from 19th April 2013 to 10th February 2015

Banking:

- Banking of post-dated cheques at regular intervals, Reporting and maintenance of Cash/Bank balances to HO

Accounting:

- Maintaining of Group Bank Accounts & Inter Company Transactions, recording the seasonal productions, tonnage and prices, Tracking of Receivables and payables regularly, credit and debit posting of entries in respective Ledgers & GL's, Review of collections, Payment and Issue of credit / debit notes, Budgeting, Indenting, Allocation and disbursal of funds, Application and Deployment of funds in day-to-day activity, Preparation of expected Inflow and Outflow of funds

General:

- Visiting and inspection of distribution centre, pack houses & retail outlets at regular intervals, To execute lease agreements with farmers and finalizing the lease considerations, Tracking of Rent/Lease agreements, Deposits & Payment of rents, Supply of necessary equipment and finances for pack house maintenance Resource mobilization for handling operations at pack houses, Maintaining Accounts as per Audit requirements and compliances

III Worked at Open Text Technologies India Pvt Ltd. Hyderabad, as Banking Operations from October 27, 2010 to April 18, 2013

- Manage reconciliations and ensure that bank transactions are posted in an efficient, timely manner, Review of outstanding items and offset of transactions appearing on reconciliation sheet, Assist in underlying processes of reporting and systems to facilitate ongoing improvement for quality of reconciliations, Manage information flow from and to other areas of finance for smooth business conduct, Monthly group cash reporting functionality, Manage funds intelligently by deploying and reduce idle funds for effective utilization, Attend ongoing trainings and update skill set required for bank reconciliations, Provide local point of contact for banking related queries, Resolve receivable and payable balances between GL's by passing the necessary journals, Reconcile Inter Company entries related to transfers, Post Reconcile for Payments of Statutory payments related PF, PT, TDS and ST with related GL, Reconcile Reimbursement of Employee Travelling Expenses with actuals

IV Worked in M/s. Karvy Computershare Pvt. Ltd. Banjara Hills, Hyderabad as Executive - Registrar & Transfer Operations of JM Mutual Fund Division from 3rd October, 2006 to 26th October, 2010

Processing, Funding & Reconciliation:

- Review of HV Purchase transactions, Switches, Redemptions and matching with DTR and UCR, Processing of Purchases and Funding of Redemptions, Switches, Credit and Debit Identification of various schemes through CMS feeds of Banks and SOA's, Verification of TDS and STT with respect to Unit Reconciliation Registers,

- Reconcile Equity Funding for Redemptions and Switches, weekly reconciliation of derivative funds and Monthly consolidation, Post reconciliation of Funding for redemption, brokerage and dividends,
- Verification & downloading of online bank statements and reconciled with cheque level data, Generating reports and sending to the AMC on a daily, weekly, Fortnightly and Monthly basis, Following up with the banks for cheque rejections and effecting the same to investor account,
- Handling CRM effectively and resolving them within TAT, Reconcile RUD's related to Redemptions, Brokerage, Dividend payouts

Additional Responsibilities:

- Compliance of audit requirements on daily and monthly basis, providing suggestions, process controls and precautions to the team members, resolving the investor / branch / AMC queries below the TAT, exercising proper controls over redemption and funding process through reconciliations and ratifications, Initiating necessary enhancements related to the process and systems, Maintaining amicable relation with the Investors, Clients and with all the Bankers

V Worked in HDFC Bank, Transactional Banking Group operations as an Officer at Vijayawada Branch from May 15 2004 to 30th September 2006

Clearing:

- Handling of Inward & Outward clearing instruments, generation & verification of Clearing reports, Collection of cheque return charges, SBI Recon., Monitoring of GLs, Inward and Outward Remittances, Reconciliation of Nostro Accounts and FundsTrack

CMS Operations:

- Booking of Outstation/Local cheques of CMS clients, Handling of NFO / IPO applications as a collecting Banker, Returns tracking of all remote location CMS cheques, Pending payments & pending liquidations, Centralized deposits & credits, CBDT & its tracking.

DP Operations:

- Processing of DRFs & Delivery instructions, Generation of reports pertaining to DP Operations, Handling Customer Queries, Processing of Non-Commercial customer instructions

VI Worked as an Assistant Manager, Operations, Tulluri Group of Companies, Vijayawada from March 1997 to March 2004.

Banking Reconciliation:

- Banking and tracking of post-dated cheques at regular intervals, Handling large volumes of high value cash transactions, posting of cheque returns and charges related to cheque bounce, Group reporting of Cash/Bank balances, Liasioning with bankers for approval of credit facilities, Bargaining of funds at lower cost from creditors / bankers

Account Reconciliations:

- Reconciliation of Group Bank Accounts & Inter Company Transactions, Credit updation & Debit posting entries in respective GL's through online banking ac statements, Reconcile and Remittance of statutory PF/ESI/Professional Tax/ Advance Tax payments, Collection, Payment and Issue of TDS accrued / credited, Submission of Monthly/Quarterly/Half Yearly/Yearly reconciliations to Management, Review and merging of branch expenses and incomes along with intercompany transfers, Finalisation of accounts liaison with Company Auditors, Preparation of expected Inflow and Outflow of funds

Additional:

- Support for Commissioning and set up of new branch at prime locations, Tracking of Rent/Lease agreements, Deposits & Payment of rents, Supply of necessary infrastructure, resources and finances for handling operations at branches, Visiting Branches from time to time as per need and necessity.

Station:

Date:

(CH. ANAND KUMAR)