



Pramod J. Singh

Project Management and Business Analyst

Detail oriented Investment Banking professional having ~10 Years of experience in managing of Treasury and Cash Management, Regulatory Reporting, Capital Market, OTC and FX Settlement, Corporate Lending and Deposits Products and Reconciliation. *8 Years of Experience as a Business Analyst with Key Skills in Requirement Gathering, Documentation, Project Management and Delivery, Banking and Operations Support, UAT, Effectively Managing Respective Stakeholders.*

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Key Skills

- Requirement Gathering
- Project Management
- Vendor Management
- Stakeholder Management
- Waterfall Methodology
- Agile Methodology
- Bug Life Cycle
- Monitoring Development
- Treasury Management
- Liquidity Management
- Risk management
- Credit Facility Management
- Collaterals Management
- Capital Market Settlement
- Derivative Products
- OTC Product Settlements
- Loan and Deposits
- Trade Life Cycle
- Murex
- KONDOR+
- Omega
- CALYPSO

Soft Skills

- Leadership
- Communication
- Creativity
- Teamwork
- Time Management
- Negotiation
- Conflict Resolution

Technical Skills

Operating System:

- Microsoft Window XP, Windows 7

Database:

- Advanced Excel
- SQL

Presentation & Documentation

- Microsoft Word
- Microsoft Powerpoint.

Testing Tool:

- JIRA
- Redmine

Others:

- SDLC
- STLC
- Use Cases
- UML
- MS-Visio
- RTM
- Bug Management



Business Analyst

Credit Agricole Corporation and Investment Bank

Unit Head

Finance Project Management

Clients: Internal

Team Size -8

Jun 2014 – Present

Projects:

- Enhancement in Treasury Products through ABLE Project (Accounting Based Liquidity Engine).
- Enhancement in Interest Rate Gap Analysis for Loan and Deposit Products.
- Enhancement in FX Position Reports as per the Local Requirement of Entities to monitor the position for correct hedging as per Currency.
- Deployment of TTRADE and TGUAR software for Letter of Credits and Guarantee Products.
- Cosmos Dashboard web application for Global CACIB SMEs and stakeholders.
- Automation of delivery reports which was earlier manually extracted, it resulted in saving 30 Minutes per FTE.
- Automation of Dashboard Reporting Tool which was earlier manually prepared for each entity in Excel and it resulted in saving approx 1 hour along with securing high level of accuracy.
- Visited to Singapore for meeting with Developers related to Automation of Dashboard Reporting Tool.

- Perform **requirement and GAP analysis** to map the requirements to the functions.
- **Lead meetings** with stakeholder and SMEs for requirement management.
- **Prepare BRD/FRD** documents to meet business goal.
- Communicate and work with development team to explain the requirements and resolve defects.
- **Perform testing scenarios and test cases** to verify implementation of features.
- Conduct and participating training performing **UAT sessions**.
- Perform **User Acceptances Testing**.
- Monitoring deliverable and timely completion of projects.
- Project of interfacing rates from CARD file into CALYPSO system.

- **Analysing daily, monthly and quarterly Financial reports** for all CA-CIB entities. These controls include FX position, Corporate Lending and Deposits monitoring, MTM and P&L reconciliation of various Capital Market products.
- **Follow up with the Treasury Team, Credit Team and Commercial BO.**
- Preparation of trade and cash upload files for adjustments and **investigating the root cause of various products such as OTC Derivatives, FX, Fixed Income trades mismatched.**
- **Implementation of posting Accounting Entries as per the Accounting Scheme of the Product.**
- **Handling KPI & KRI meetings with the respective CFO and COO of Entities.**



Payroll – TCS



Team Leader and Assistant Manager

Payments

Jun 2008 – May 2014

NA Reimbursements Team (Trade Finance Payment as a Reimbursing Bank)- From Jul 2012 to May 2014

MT740 - Reimbursements Authority from the Issuing Bank. → MT742 for the Reimbursements of claim from the Claiming Bank. → MT799 for the Amendments → MT202 for Bank to Bank Payments. → MT103 Bank to Customer Payment.

From Jun 2008 to Jul 2012

- Managing Treasury, Cash Management and Liquidity Management Team as a Team Leader for high net worth clients of Citibank for optimum utilization & investment of available cash.
- Cash & Liquidity management and Liquidity Forecasting for the client's account & determine Surplus and Deficit in the header and affiliates account of client.
- Handling Money Market deals (Federal Funds & Commercial Paper) or Investment/Redemption for the Surplus/Deficit as per the balance in client's Subsidiary and Header accounts with consideration of GOP.
- Settlement of Money Market Deals, payments settlement & posting of accounting entries for these transactions which facilitates Treasury, Cash & Liquidity management and Liquidity Forecasting.
- Recording & settlement of FX Deals (in Currencies like USD, GBP, EUR, JPY, AUD and other as per the requirements) transactions for the clients &



Sourcing Pvt. Ltd. (State
Street Bank)
Associate and Sr. Associate
Aug 2006 - Jun 2008



- Responsible for end to end settlement of Capital Market Trades.
- Buying and selling of Equity and Bonds as per the order placed by investment manager with the help of SWIFT MT540 Receive Free of Payment & MT542 Deliver Free of Payment Instruction, MT541 Receive Against Payment and MT543 Deliver Against Payment Instruction.
- Cash trade settlement MT304 (buying and selling of Currencies like USD, GBP, EUR, JPY, AUD and other as per the requirements) for the global market.
- Processing and Authorization of Third Party FX Deals MT304.
- Booking of Pricing trades for NAV calculation.
- Cancellation and rebooking of trades on client request.
- Ensure trade cut off times are maintained.

CAPITA

Process Associate
Mar 2005 - Aug 2006



- Processing applications for background check of employees in organizations of UK.
- Maintaining high accuracy during the process.
- Processing quality check of the application.
- Resolving query of team members during process.
- Helping the team leader in maintaining daily, weekly and monthly MIS reports.
- Handling the team in absence of **Team Leader**.



Payroll - Talisman Placement
Aug 2003 - May 2004
Payroll - ICICI Home Finance
May 2004 - Mar 2005



- Maintaining MIS report of the daily Corporate Lending Disbursement and Loan Repayment to dealers
- Calculation of rebates due for the respective dealers in relation to retail customers provided by them.
- Maintaining MIS reports of the legal documents received by department.
- Maintaining MIS reports of Collateral Mortgage documents, loan papers & PDC received for dealers.
- Checking approval status and following up with the Credit Team.
- Contact credit team in relation to sanction amount of loan and send them report of legal documents received from dealer.
- Processing of ad-hoc loan request made by the dealers.
- Maintaining MIS, providing data of dealer with all required information for activation of corporate account.
- Daily follow-up with the regional managers for pending legal documents to be received from dealers.
- Immediate escalation to senior management of any issues or exceptions during the process to avoid any financial impact.
- Processing reconciliation from disbursement amount to dealers and

Achievements



- ❖ Successfully migrated process of Treasury & Cash Management from Dublin (Ireland) Citibank in span of two months training.(TCS)
- ❖ Best Team of the Quarter (TCS)
- ❖ Champion of the Quarter (TCS)
- ❖ Spot award for completing the task. (TCS)
- ❖ Visited to Singapore for meeting with Developers related to change requirements. (CA-CIB)
- ❖ Consolation prize in "Innovative Thinking". (CA-CIB)
- ❖ Star Performer Award. (CA-CIB)

Education



- LLB from Nalanda College of Law Borivali in 2017
- MBA in Finance from ICFAI University Tripura in 2013.
- M. Com in Finance with 50% in 2013 from Mumbai University.
- B. Com with 55% in 2003 from Mumbai University.
- HSC with 52% in 1999 from Pune Board.
- SSC with 52% in 1997 from Pune Board.