**G ARUNKUMAR**

**(Differently Abled - Immediate Joiner)**

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Skills Summary

##### **SWIFT Wire Transfer Processing – MT 100, 200, 900 Series**

##### **Cash Investigations** – Knowledge in Investigating Multiple Case Types

##### **Expense Management** – Handling Bulk Supplier Invoice Payments

##### **Transaction Screening and Monitoring** – AML Alerts Review and Release

##### **Stakeholders Management** – Both Internal and External – Periodic Updates

##### Performing **Periodical Process Audit** – **Internal Control Measures**

##### **Client Servicing** – Handling of Premier Clients’ on-call support – Periodic updates

##### **Incident Management** – Queries Handling and Solutions Provider

##### **Team Co-ordination skill** – Process Communication

##### **Regulatory List Management** for AML Alerts Processing on a Periodic basis

##### **Automatization** of the Reconciliation Process – Reduction of Man hours

##### **Team Handling** – Supervised a group of Team Leads

### Accomplishments

##### **Transitioned a Pilot Project** from Citibank Poland – WIPRO – July 2009

##### Single Headedly carried out an Automation resulting in the elimination of 2.5 hours per day of manual reconciliation for the entire team

##### **Cost Savings done up to 3700K USD** by Identifying Duplicate Deal Items month on m

##### Manually reconciled more than 10000 Trade Deals in a Month

# Education

Bachelor of Arts in Commerce – University of Madras – Chennai, India

# Professional Experience

#### Analyst - Client Processing (Cash Operations) - Feb 2019 – Aug 2019

Randstad India (Client - BNY Mellon India)

##### Funds Transfer Processing (FTS) - Incoming and Outgoing Payment Instructions

##### Working knowledge of CHIPS, FED Payments, and Deposits

##### Multiple Email Query group box Handling

**Associate Manager (FCSU UNIT) – Sept 2015-Oct 2016**

Standard Chartered Global Business Services

##### Cash Sanctions - Transaction Screening and Monitoring – Alerts Review and Release

##### Top 10 Premier Client Handling through Emails and Calls

##### Regulatory body List Management - Uploading new prospects

##### Team Huddle – Knowledge Sharing Sessions and Updates on process engagements

##### Shadowing the Manager in Team Huddles and Process Overview training for new joiners

**Process Supervisor (Cash Sanctions - Operations) - Nov 2014- Aug 2015**

Deutsche Bank Operations India

##### Transaction Monitoring on Cash Payments - Review and Release – MTNA

##### Hourly Flash Report generation and circulating the same across teams

##### SOD and EOD report preparation – 2 Reports per day

##### Client Calls Monitoring on operational issues

##### Supervising the team on payment releases

**Team Lead (Cash Reconciliation Unit) - July 2013 – May 2014**

HCL BPO Limited

##### High-Value Payments Verification and Release - Special Queue

##### SOP Preparation – To be in line with ASIS

##### Report Preparations on Pending Transactions – Daily Activity

##### Daily reconciliation on funding reports – 3 Reports per day

##### Payments Segregation on the basis of Premier Clients

##### New Hires Coordination for Process overview

### Analyst (Expense Management Team - Invoice Payments) - Jan 2009 – Apr 2013

Wipro BPO Limited

##### Expense Management - Brokerage Fees - 750 Invoices per month

##### Trade Validation and Reconciliation of deal items for Fixed Income Securities – Bonds, Repos, and Money Market Invoices

##### Internal Email Sample Audits across Processes

##### Proofing on GL Account Balances – Account Reconciliation

##### Month-End Accrual Journal Postings - Fixed Income Products

##### Review of Client calls with the Product Control team – Monthly Activity

### Officer (Utility Tech Team) - June 2008 – Jan 2009

* Incident Management – Providing solutions to Queries via Emails and Calls

##### Fund Allocation reports preparation- Cash Transaction Basis

##### Taking care of payment-related activities – Stake Holder Handling

##### FX Rates Updation - Daily and Periodic

**Junior Process Officer (Cash Investigations) - June 2005 – Feb 2008**

Citigroup Global Services Pvt Ltd

* Processing of EURO and USD Fund Transfers – Pending Items

##### Handling Multi-Currency Cash Payments - Branches

##### Handled different case types of Investigations - UTA, BCNR, ROF, and Amendments across Payments Queues

##### Reconciliation of Nostro Accounts

##### To liaise with the Street Banks for Correspondent Bank Details

##### Reconciliation of Outstanding Breaks– CITRIX Tool

##### Handling of M-Work and E-work flowof messages

### Personal Information

##### Father Name J Girisan

##### Date of Birth - 10th March 1978

##### Passport Number - N2754664 (Valid till 6th September 2025)

##### PAN Number - ALCPA0743M

##### Languages - English (Fluent - Intermediate) and French (Beginner level)