

## Syam S Pillai

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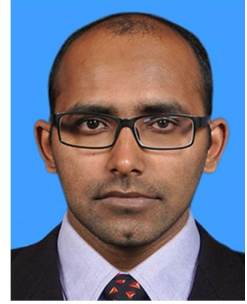
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PO Box 560068, Bangalore

D O B : 20<sup>th</sup> June 1987

Nationality : Indian

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### » Career Objective

To invest my hard work for the better performance of organization and to become a top-level performer with a sense of responsibility that will challenge my skills and help me to enhance my abilities and knowledge of Corporate Sector and my professional growth.

### » Summary of Skills

*Bank Reconciliation  
Vendor Management  
Data Analysis  
Cash Flow Management*

*Accounts Payable  
MIS  
Customer Support  
Accounts Maintenance*

### » Accomplishments

- Experience in Excel Reporting and Financial Data Analysis.
- Business analytical skill
- Successfully grew to a process SME level in a short period of 1.5 years
- Received award for a proactive attitude, capable of thinking in and out of the box
- Proficient in organizing and coordinating training programs for employees

### Career Path

12/2015	Organization	: <b>AI Rifa Technology LLC</b>
06/2016	Designation	: <b>Finance executive</b>
	Industry	: <b>General Trading</b>

Reporting to: Manager,

### » Key Exposure and Responsibilities Handled

- Creating various reports upon management requirement
- Maintaining all bank transactions and reconciliations
- Coordinate and collaborate with various internal and external stakeholders
- Maintaining all deferred payments and vendor aging reports
- Handling petty cash transactions
- Entering customer receipts and making customers aging reports
- Cheque and Bank transfer preparations and following up with banks and creditors

- Creation of aged account payable report on weekly, monthly basis and providing the reason for the same
- Preparing variance analysis and reporting the same to higher management.
- Preparing and placing quotations
- Handling the customers and the suppliers

### » Career Path

06/2013      Organization      : **Australia New zealand Bank**  
08/2015      Designation      : **Process associate**  
                 Industry              : **Bank**

Reporting to: Manager, Transaction Services

### » Key Exposure and Responsibilities Handled

- Maintaining the branch owned accounts and reconciliation
- Publishing financial reports to the stake holders
- Preparing and maintaining SOD EOD reports
- Creating and maintaining stake holder request in PEGA
- Providing process wise reports to the management which helps to plan the production effectively
- Ensuring the accuracy of cash flow
- Managing the vendors
- Monitoring the ATM's on a regular basis and requesting for top-ups or replenishments
- Summarizing the reports on a regular basis by using pivot tables and charts
- Applying complex MS excel functions and VLOOKUP to convert the raw data to useful business information
- Assisting the credit analysis team by providing various reports.
- Conducting internal QC
- Assigning work to the team members
- Analyzing and settling the cash discrepancies in accounts under tolerance limit
- Preparing month end reports

### » Career Path

03/2012      Organization      : **Deutsche Bank**  
12/2012      Designation      : **Financial Analyst**  
                 Industry              : **Bank**

Reporting to: Team leader, Equity Settlements

### » Key Exposure and Responsibilities Handled: Finance & Accounts

- Preparing market report and providing to middle office Performing periodic budgeting to forecast working capital requirements

- Settling the unsettled bond trades
- Analyzing T+1, T+2 and T+3 trades
- Analysing and publishing failed trade reports
- Publishing market SOD reports to middle office
- Borrowing the stock from DTC and other depots
- Flipping the stocks and funds between markets
- Making the SWIFT payments
- Settling the Buy-ins
- Settling the failed trades
- Follow up the buys
- Making pair off and Nett off
- Making partials with the available stock
- Accounts Payable. Review and approve all payment transactions reimbursements, payments on accounts, and monitor other expenditures
- Ensuring approved payments are released per agreed payment terms and all supporting documents are in compliance with Company Policies & Procedures.

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#### » Education

- MBA in Finance and Investment Banking from RVS IMSR Coimbatore, Bharatiyar university, 2011
- B.Com with Taxation from Kerala University, 2008

#### » Skills

- Lotus Notes
- MS Office
- Bloomberg
- Pega
- Outlook
- Tally

#### » Job-Specific Skills

- Well-versed in Excel
- Strong communication skills, both written and verbal
- Enthusiastic and pro-active approach
- Attention to detail and accuracy
- Ability to work to deadlines

» Languages Known : English, Hindi and Malayalam

»Permanent Address : Vellappallil House,  
Thumpamon PO,  
Pathanamthitta,  
Kerala, 689502, India

» **Marital status** : Single

» **Reference**

*Can be provided upon request*