

Syam S Pillai

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PO Box 560068, Bangalore

D O B : 20th June 1987

Nationality : Indian



»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	: Al Rifa Technology LLC
06/2016	Designation	: Finance executive
	Industry	: General Trading

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.

» 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