

# **RESUME**

## **JINCY K JOSE**

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### **JOB OBJECTIVE (4)yrs**

Seeking challenging position in an Organization offering opportunity to prove my capabilities and strong career prospects and to lead a dynamic life.

To build an ambitious career in accounts and finance department. Attain a team work through hard work and goal orientation. I would like to aspire in the esteemed organization for the suitable position.

### **ACADEMIC CREDENTIALS**

- ☐ MBA (Pune University) from SIBM (2016-2018) A Grade
- ☐ Appeared ICWAI (Cost Accountant) 2014-2015
- ☐ Graduation in Commerce from Modern College with 69%.
- ☐ Passed out 12<sup>th</sup> std. ( HSC Board ) from Indrayani Mahavidyalay with 70%
- ☐ Passed out 10<sup>th</sup> std. (SSC Board) from St.Jude High School with 48.56%

### **WORK EXPERIENCE (4)yrs**

#### **ADP (Sr.Process Associate)**

**ADP** is a company that provides **payroll** services to businesses of various sizes. Companies can outsource tasks such as **payroll** processing and **payroll** tax filing. In ADP Streamline, I work as a Sr .Process Associate connected to a network of in-country as payroll specialists who have knowledge of local providing billing remove error of employee details in SAP, also provide extra services to client like add on .

#### **JOB RESPONSIBILITIES:-**

- Providing Support to ADP Streamline clients.
- We do provide services of implementing a company for providing payroll to each employee.
- Use Business Intelligent tool for Analytical and reporting purpose.
- Provide Invoice, revenue, tax detail and billing detail through ADP oracle tool.
- Process error payslip of employee through SAP Application.

- Take the responsibility to provide (extra or bonus) Add On services to our Clients on their pay calculations.
- Working on Ticketing Tools GV CRM.
- Providing Support to Client, Partners and Internal users.
- Application Monitoring and assisting

**State Street Syntel Private Ltd, (Sr.Associate) 7TH July 2015- 6TH June 2018( 2.10 years )**

### **Company Profile**

State Street Syntel Pvt. Ltd which is leading Financial Services provider & working there as Financial Analyst (Sr.Associate) in PNC (Performance & Compliance) vertical USIS CMS.Report daily, weekly , monthly & quarterly clients to business unit as per the deadline set and monitor and check that funds held by the respective clients is invested within respective parameter .

### **JOB RESPONSIBILITIES:-**

- Check and monitor tests for investment records to comply with the regulations of the U.S. Internal Revenue Service (IRS) and Securities and Exchange Commission (SEC).
- Keep records and save backups for financial investment companies as sub-contractor,
- Retrieve the data from MCH system to generate trials, checklists,
- Run MCH which pulls current market value of particular fund.
- Compare both Mch with CRD or MIG value.
- Responsible for updating Assets which do not match with the MCH value.
- validate and check if any false is reflecting in clients checklist & intimating it to client .
- Market Value Variance analysis.
- Retrieve Trials and holding reports from MYSS which can be further used for variance analysis .Run Macro for clients like VR(Vendor Repository ) & BRKP.
- Monitor if the funds are not breaching the parameter, if any fund breaches then retrieve reports from CRD & MIG for that particular fund which will be in PIC & PNIC format.
- Provide Bloomberg Screen as per clients requirements like DES,FPRP RATING etc.
- Responsible for updating comments in MIG Admin & check whether it got updated.
- Responsible for Audit all the work done and signoff the checklist and finally intimating it to client via mail.
- Responsible for making SOP documents of clients
- Allocating Clients to Team Set up compliance testing of Mutual Fund to make Mutual Funds' prospectus.
- Research Mutual Funds violations prepare excel based reports.
- Communicate with team mates and managers to keep work place go smoothly and meet deadlines using Office Communicator system.

- Maintain daily deadline tracker and keep update to the team's.

### **Conversion (CRD Clients to MIG Clients)**

- 1.The main objective of the conversion is monitoring all the transactions are successfully recorded or not in to the MIG from the CRD
- 2.Check each and every rule ID is assigned to the correct test.
- 3.Check TA TNA and market value wheather its ties or not.
- 4.Save the necessary backups for those security which having breaks.
- 5.Compare the concentration , categories and Limits between MIG report and CRD report, highlights the difference and inform to the compliance manager .
- 6.Research on both MIG data and CRD data to find out the cause of breaks and notify to the compliance manager .

### **Tata Buiness Support Services Ltd, Kasarwadi ( I year)**

#### **Company Profile**

Worked as CCE for TATA Capital

### **TECHNICAL SKILL**

- PGDCA(Post Graduate Diploma in Computer Application.
- Knowledge of MS-Word ,MS-Power point.

### **APPLICATION USED**

**MYSS** -(Site reminder

**CRD**- Charles River Investment Management System

**MIG 21** -Guidelines 21<sup>st</sup> Centaury

**MCH**- Multi Currency Horizon

**CMOD**-Content Manager on demand

**DM**-Data Manager

**RC**- Report Center

**Bloomberg**

### **TRAINING**

- Business communication

- Presentation skills and email etiquettes
- Business Code of Conduct
- Anti- Money- Laundering Series
- Mutual Fund Compliance Fundamental .
- Capital Market .
- Money Market Overview.

## PERSONAL TRAITS

- ☐Committed to aims(Determined)
- ☐Hardworking
- ☐Leadership Quality
- ☐Career Oriented
- ☐Maintaining good interpersonal relations.
- ☐Team Player
- ☐Accuracy in meeting deadline

## HOBBIES & STRENGTHS

**Hobbies : Listening to music, Net surfing.**

**Strengths : Group player, Smart Worker & willingness to learn**

## PERSONAL DOSSIER

Husband Name : Jishnu John

Gender :Female

Mother Tongue : Malayalam

Marital Status :Married

Language :English ,Hindi, Malayalam, Marathi

Address :Namu's PG ,9th Cross Maruthi Nagar, Old Madiwala, Maruti Nagar, 1st Stage,  
BTM Layout, Bengaluru, Karnataka 560068

## DECLARATION

I hereby declare that all above statements made by me are true and complete to the best of my knowledge and I will responsible for any discrepancy.

Place: PUNE

Yours Truly,  
**JINCY K JOSE**