



## **AJAY KUMAR MISHRA**

**E-mail:ajayfuture1@gmail.com, mob. No. +91 9514721487, 9763038708**

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**Seeking Participation in the organization that offers career growth and opportunities in a global perspective, in the field of Operational & Financial industry by utilizing my skill- set and experiences.**

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### **Personal Summary:**

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- Specialist with experience in successful coordinating and completing the work within given time line. Comfortable working with people of all levels and proactively acting on their communication. Now looking for a new and challenging mid-level Analyst position, one which will make best use of my existing skills and experience and also further my personal and professional development.

### **Currently working with State Street HCL Services (Dec 2018 onward..)**

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- ❖ Working as a **specialist** with in IRCOE Cash reconcillation in a good analytical environment at **State Street Hcl Services**.
- ❖ I do handle to complete the cash reconcillation on time to meet S.LA of the business.
- ❖ I also do FLM activities report and share with the team.
- ❖ Handling queries of the team, Escalations handling, preparing the reports and sharing the updates with the team was my priority job with the current organization.
- ❖ I do conduct training on the specific subject matter related to process, business to make aware the team about the updates, new addition to standard operation procedure (SOP) in case the business flow goes down on a particular day.
- ❖ To get cross train on some other processes if in case any help is required to complete business work within given time frame work

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**Work Experience with Gallagher operations services Pvt.Ltd (Jan 2015- Nov 2017)**

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- ❖ Working as a process Analyst with new submissions in a good analytical environment at Gallagher Operations offshore private limited.
- ❖ I do handle to complete the processing transactions on time to meet S.LA of the business.
- ❖ I also do publish weekly report and share with the team.
- ❖ Handling queries of the team, Escalations handling, preparing the reports and sharing the updates with the team was my priority job with the current organization.
- ❖ I do conduct training on the specific subject matter related to process, business to make aware the team about the updates, new addition to standard operation procedure (SOP) in case the business flow goes down on a particular day.
- ❖ To get cross train on some other processes if in case any help is required to complete business work within given time frame work
- ❖ To get appear in certification exams conducted by the organization for the specific skill sets in the domain.

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**Prior Experience (2013 Feb– to Oct 2014) BNY Mellon Intl. India Pvt. Ltd.**

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- As an Associate I started carrier with BNY Melon with Trade Process team in to Mocsd domain under asset management.
- Receiving the globally trade transaction via different mode of application (CMS, Ioanutix).
- Then all the received trades needed to get verify, to cross check through the system. In case of any discrepancy found I as an associate used to notify them.
- After verification of all the volumes of trades, notification of all the volumes to the onshore count part was prioritize work.
- To notify to the onshore US counter part of all the volumes of trades, discrepancy found, then do the filling of everyday business flow was Eod activity.

- After the Eod activity I used to print all the business activity for the documented record keeping purposes.
- Finally after making file used to name the file of respective client location.

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#### Achievements:

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- ❖ I was appreciated by manager many times for the quality services.
- ❖ I was given many awards like **Star of the month, Manager choice award & Alpine award** basis on **my performances**.
- ❖ I was appreciated by on shore clients through email for the **meeting SLA & quality fullservices delivered within given time line**.
- ❖ Promoted as **an Analyst** last Year.

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#### Academic Profile:

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- Master of Business Administration (Finance & Operation) in 2011 from Dr. MGR Educational & Research Institute, University, Chennai-95.

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#### Computer Skills:

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D.C.A, MS-Office (ms-word, excel, ms –power point, Internet email).& Tally 7.2 Version	PragyaBhartiSansthan Jamshedpur	2005 (A+)
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**Personal Information:**

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- Date Of Birth : 2<sup>nd</sup> Oct 1988
- Nationality : Indian
- Gender : Male
- Marital status : Married
- Hobbies : Play on hard work, Surfing on the web, travelling places.
- Language Known : Hindi, English, Marathi
- Present Address : **Peelamedu Coimbatore-641004**

I hereby affirm that the above mentioned information is correct up to the best of my Knowledge. And I bear the responsibility for the correctness of the above mentioned particulars.

**Place:**

**Date:**

*(Signature)*