

MOHAMMED ALI

#17, 1st Floor, B No 4 Street, Halasuru Market, Halasuru, Bangalore – 560008.

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Career Summary and Experience:

- A desire to work for the best with 6+ years of experience in operations management role in organizations; Knowledge and experience within the transfer agency with TA operational experience contributed the growth by executing business strategies.

Academic Background

B.Com: SMSG Jain Arts Commerce and Degree College, Bangalore. (Year 2015)

2nd PUC: SMSG Jain Pre University College, Bangalore. (Year 2009)

SSLC: B. M. English School, Bangalore. (Year 2007)

Certifications

Professional Licenses

NISM-Series-II-B-Registrar and Transfer Agents (MF) Certification Exam (2015)

Professional training

Computer Software - BRUHAT BANGALORE MAHANAGARA PALIKE

Professional Experience

- **Northern Operating Service** as Financial Analyst for UK Transfer Agency operations.
8th August 2016 to till date.

Responsibilities:

- Day to day client reporting in relation to outstanding registration requirements.
- Daily Transfer Agency processes for investor transactions.
- Core activities include analyzing client instructions and providing end to end solution under registration team.
- Have been trained and is part of processing team which provides service to 22 Management companies.
- Maintains a close working relationship with other areas within the Transfer Agency business unit and other Divisions/Departments within Northern Trust.
- AML verification - Anti money verification is performed on each investor before placing deals.
- Investors address verification and updating as per the UK Law.
- Distribution Mandate - Here bank account are set on client account according to instruction received from client along with acceptable proofs for paying out the distribution money.

- Withdrawal Mandate – Bank accounts are set for investor wherein settlement proceeds are directed directly instead of asking separate instruction each time from investor.
- Coverall Agreements – we set coverall agreements for Nominee client wherein Bank details provided by client along with coverall form are set on system.
- Intermediary arrangements – Intermediary arrangements are set on account s per instruction from clients, here checks are done as per the guidelines set by Financial Conduct Authority in order to validate the intermediary.
- Control reports - System generated reports are analyzed and processed which acts as reconciliation of manual work done on system by the team. Any exception is highlighted to avoid further defects.

➤ Worked as IRO (Investor Relations Officer) in **Karvy ComputerShares Pvt Ltd.**
For Client location UTI MUTUAL FUND – AMC.

1th August 2014 to 3rd August 2016.

Responsibilities:

- Reviews and processes a variety of transactions for shareholders client s and brokers.
- Performs a variety of data entry functions with accuracy and proficiency.
- Performs shareholder maintenance updates, coding and basic inquiries and requests.
- Responsible to ensure that the documents are properly reviewed and processed accurately within TAT.
- Responsible to process all transactions with zero defects.
- Maintains accounting databases by entering data into the computer, processing backups, query resolution via emails regarding their investments.
- Preparing MIS reports, Processing of New Purchase Applications, Redemption, SIP (Systematic Investment Plan), STP (Systematic Transfer Plan), SWP (Switch), NCT (Non Commercial Transaction), Cancellations & Liquid Transactions.
- Scrutinizing all the applications before accepting, Verify and correct the data where necessary.

➤ Worked as Back Office Operations in **GreenRay International Limited**

February 24th 2013 to May 2014.

Responsibilities:

- I was involved in carrying out accounting reports for day to day activities, Verifies financial reports by running performance analysis software program, Handle online relates works, Preparation of Gold & Silver stock report, Preparation of Online expense report, Preparation of Final business & Monthly expense report, Preparation of TDS tax-report, Preparation of Field workers Advisor & Senior Commission, Preparation of Quota report.

Skills

- Ability to work with several operating systems, including Windows, Mac and Linux.
- Strong leadership and organizational skills.
- Be able to work as part of a team with minimal supervision.
- Ability to work under pressure meeting challenging deadline.
- Knowledge and understanding of various regulatory Environments.

Achievements

- Recognized as Best employee of the year at GreenRay International Limited (January 2014).
- Received appreciation letter from Karvy ComputerShares Pvt Ltd (Regional Manager) on 2nd January 2015 for successfully handling new fund launched at UTI NFO (Focussed Equity Series II) for assisting the team and achieving the goals together.
- Received best branch Award at Renaissance 2016 for Karvy ComputerShares Pvt Ltd.
- Received appreciation and Spot Award from the 2nd Vice President of Northern Trust on 30th August 2018 for assisting the London Team for the GONE AWAY project and deal with cases promptly ensuring the project requirements are adhered to resulting in a good Investor experience.

Self Profile

Name of Candidate : Mohammed Ali
 Father's Name : Amjad Pasha
 Date of Birth : 19/09/1991
 Sex : Male
 Nationality : Indian
 Marital Status : Single
 Hobbies : Travelling & Watching Movies
 Traits/Strength : I bring to my job sense, sincerity & dedication. In a group, I can maintain warm relationship.

Declaration:

I hereby declare that all information given in this CV is true and correct to the best of my knowledge.

Date:

Place: Bangalore

(Mohammed Ali)