

Cover Letter

I am writing to express my interest in the 'Regional Head' position at your company. With a robust background in managing Process/Credit/Operations, Product/Project/Audit/Risk management & control, and making it up to the agreed deliverables with Clients/Stakeholders/Senior Leadership. I am eager to bring my extensive experience and skill set to your esteemed organization, to set the ball rolling.

My professional journey spans over a decade, marked by significant contributions in various roles as;

Manager – Internal Audit	at HDFC Bank Ltd.
Assistant Manager - WCR Ref Data Ops – RFT	at Barclays Global Service Center Pvt. Ltd.
Finance Officer	at Supreme FoodService GmbH
Team Leader	at Akal Management Solutions Pvt. Ltd.
Business Development Executive	at Motilal Oswal Services Pvt. Ltd [Client of Kshetra Consultancy Pvt. Ltd.]

I have been involved in spearheading operational risks, conducting independent audits & process control measures, ensuring compliance with Risk & Governance standards. My responsibilities included managing process operations and implementing process risk controls to the adequacy of the organizations, both internal & external standards. By delving into periodical checks, analyzing findings, and advising senior management on necessary corrective actions, enabled me to hone my ability to manage process – operations, risk and compliance effectively, which I believe is crucial for the role at your company.

During my entire curriculum of professional tenor, I have been able to develop meticulous attention to detail and strong analytical skills to bring in investigative, consultative, and solution-oriented mindset to ensure smooth operational workflows and compliance with pre-set standards. This experience has equipped me with a comprehensive understanding of operational efficiency and risk management.

I am also able capable of conducting detailed financial analyses, develop operational metrics, and drive process improvements, significantly enhancing the decision-making process. My ability to analysing and interpreting complex data and provide actionable insights has been instrumental in optimizing operational efficiencies and achieving business objectives.

Throughout my career, I have consistently demonstrated my ability to manage and lead teams effectively. My proactive approach and excellent organizational skills ensured that the entire team duties and process accountabilities were achieved efficiently, meeting clients' expectations and maintaining high level of reporting standards.

I come from a background of having very healthy exposure in client and stakeholder handling roles, therefore, you can expect me to reflect with great fore in the most crucial times to ensure maintaining a robust equilibrium across Upline Management and Cross-Functional Teams. By leveraging my set of attained skills, I have been able to successfully meet and often exceeding the objectives set-forth by my employers. My dedication and performance have been recognized through various promotions, underscoring my commitment to excellence and professional growth.

With having commendable proficiency with data visualization tools as Tableau, JIRA, Power-BI and QlikSense, alongside with my exposure to ERP systems as Intuit-QuickBooks, NetSuite / Hyperion (Financial Management), Microsoft Dynamics - 365 (Finance & Operations) and Salesforce, enables me to aptly manage and analyse complex data sets. This technical acumen, combined with my project management skills, positions me to bring substantial value to your organization.

My academic background includes a Bachelor of Commerce from Punjab University in 2006, which lays down a strong foundational value of my professional profile.

I am confident that my blend of skills and experience makes me a strong fit for the job in your organization. I am enthusiastic about the opportunity to contribute to such and innovative and forward-thinking organization. I am confident that my skills in varied sphere are going to well align with your requirements, and I am excited about the prospect of collaborating with your team to drive success. If selected for this role, I will be able to join-in at your earliest required.

Thank you for your time with this letter, to have a thorough understanding of my profile, please refer to my detailed CV, as enclosed. I look forward to the possibility of discussing how my background, skills, and professional exposure will be beneficial to the said position. I am available at your earliest convenience for an interview.

Verdaan
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VERDAAN BINDRA

Seasoned professional with 10 years of blended experience in Process Operations-Credit & Risk, Risk & Governance, Process Transition, Financial Control & Accounting, and Project Management.

WORK EXPERIENCE

MANAGER – INTERNAL AUDIT [Aug’2019 – Oct’2019]

HDFC BANK LTD.

Chandigarh, U.T.

Responsibilities:

- Accountable for the development & coordination of the bank’s internal auditing activities.
- Conduct & supervise independent bank audits and prepare varied analyses.
- Report on testing and adequacy of the bank’s internal controls over financial reporting.
- Investigate and determine causes of irregularities & errors and recommend corrective actions.
- Assist in developing and maintaining bank-wide standards of risk management frameworks.
- Review standard operational risk tools as Loss Event Tracking, RCSAs, KRIs and RMSA.
- Advise top management and the Audit Committee on audits conducted and internal control matters.

WCR REF DATA OPS – RFT [Jan’2015 – Jul’2019]

Barclays Global Services Centre (P) Ltd.

Noida, U.P.

Responsibilities:

- Interact with Front-Desk, Trading-Desk and On/Off Boarding Ops teams to off-set trades.
- Managing operational risks by overseeing daily tasks and simplifying global workflows.
- Act as a First LoC for mismatched trades in internal risk systems in order not to miss any cut-off.
- Investigating breaks, communicating with clients and amending or rebooking the trades.
- Identify potential improvements to optimize efficiencies and increase quality & controls.
- Ensure EoD reporting to relevant Oversight teams accurately with relevant commentary.
- Act as a primary escalation point to ensure trade issues are resolved within the set timelines.

FINANCE OFFICER [Nov’2011 – May’2012 and May’2013 – Apr’2014]

Supreme FoodService GmbH

Helmand, Afghanistan

Responsibilities:

- Analyse financial data for forecasting and creating operational metrics for decision support.
- Analyse past results, perform variance analysis, identify trends, and make recommendations.
- Provide analysis of trends and forecasts and recommend actions for optimization.
- Identify and drive process improvements, including the creation of standard and ad-hoc reports.
- Recommend actions by analyzing and interpreting data and making comparative analyses.

TEAM LEADER ACCOUNTS [Apr’2009 – Mar’2011 and May’2011 – Oct’2011]

Akal management Solutions (P) Ltd

Chandigarh, U.T.

Responsibilities:

- Manage A/R, A/P, Intra Company Charges and Asset Register Maintenance.
- Manage quality control over financial transactions and reporting.
- Coordinate the preparation of periodical reporting.
- Ensure day-to-day team duties are processed in a timely manner.
- Compare the outcomes with SLAs and explain variances to clients/stakeholders.
- Liaising with clients/stakeholders regarding changes to processes.

BUSINESS DEVELOPMENT EXECUTIVE [Sep’2007 – Jul’2008]

Kshetra Consultancy Services (P) Ltd. (Client – MOSL)

Chandigarh, U.T.

Responsibilities:

- Identifying, qualifying & securing business opportunities.
- Collaborating with management on sales//marketing goal and business development plans.
- Understanding client needs and offering solutions & support, answering potential client questions.
- Creating informative presentation and delivering information to potential clients at meetings, industry exhibits, trade shows, and conferences.

CONTACT DETAILS

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SKILLS

IB Credit Risk Ops
Trades Settlement
Reconciliation & Adjustments
Risk & Data Analytics
Risk Controls Testing
Project Management
Process Transition
Process Improvement
Periodical Dashboards
Finance & Control

TOOLS

MS-Office
Tableau
JIRA
Power-BI
QlikSense

ERPs

Intuit - QuickBooks
Oracle-NetSuite
Hyperion (FM)
MS – Dynamics 365 (F&O)
Salesforce

PROJECTS

@ Barclays

Agency Funds Trading
NMC Loans Syndication
EWL-3 C’party Risk Reviews
Obligor Limits Management

@ Supreme FoodService

Opex/Capex Monitoring
Debtors/Creditors Aging
Assets Control & Movement
Procurement Control
MHE/Fleet Control
Fuel Cards Implementation

ACADEMICS

B.Com from P.U. (2003-06)
SSC/Com./CBSE (2001-03)
HSC/10th/CBSE (2000-01)

PERSONAL DETAILS

D.O.B: 20/09/1985
Gender: Male
Marital Status: Single
Nationality: Indian
Languages: Hindi & English