

Melbin Joseph



Senior Associate

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Education

M.Sc. Microbiology (2003-2005)

Marudu Pandiyar College, Thanjavur; Bharathidasan University, Trichy.

B.Sc. Aquaculture (1998-2001)

St. Albert's College, Ernakulam; M.G. University, Kottayam.

Pre-Degree (1996-1998)

St. Albert's College, Ernakulam; M.G. University, Kottayam.

All India Secondary School Examination (1995)

Kendriya Vidyalaya, Cochin Port Trust. CBSE, Delhi.

Work experience

1. Process Associate (November 2006 to August 2009).

Crossdomain Solutions Pvt. Ltd

#56/4, 3rd Floor, Sharada Towers 2, Nandidurga Road, Benson Town Post, Bangalore - 560046.

Job Profile:

- ▶ Calculation of XMOD (Certified) uses Payroll information and Loss Runs.
- ▶ Loss Picks and Reserve Analysis (Certified) & Summary and Stratification.
- ▶ Work within and meet deadline of projects.
- ▶ Interact with CSRs in the US regarding the quality of work, customer requirements, deadline, TAT, etc. through email.
- ▶ Create PowerPoint, Word and Excel documents.

2. Document Specialist (March 2010 to July 2011).

Williams Lea India Pvt Ltd

Muthoot Technopolis, Kakkanad, Kochi - 682037.

Job Profile:

- ▶ Produce consistent, in-brand client worthy documents using MS Office 2007.
- ▶ Ensure all work is completed as per instructions.
- ▶ Work within and meet deadline of projects.
- ▶ Create/format PowerPoint, Word and Excel documents.
- ▶ Work within client templates and adhere to brand guidelines.
- ▶ Communicate effectively to manage the expectations of client.
- ▶ Identify and initiate improvements to the design and execution of presentation graphics material.
- ▶ Interact with bankers in UK, US, Japan, China & India regarding the quality of work, Job requirements, deadline, TAT, etc. through email and phone.

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3. Analyst (August 2011 to July 2013).

KPMG Global Services Pvt. Ltd.

Bangalore.

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- ▶ Produce consistent, in-brand client worthy documents using MS Office 2007.
- ▶ Ensure all work is completed as per instructions.
- ▶ Work within and meet deadline of projects.
- ▶ Create/format PowerPoint, Word and Excel documents.
- ▶ Work within client templates and adhere to brand guidelines.
- ▶ Communicate effectively to manage the expectations of client.
- ▶ Identify and initiate improvements to the design and execution of presentation graphics material.

4. Assistant Manager (August 2013 to November 2013).

EXL Services Pvt. Ltd. Infopark, Kakkanad.

- ▶ Job Profile: Business Analyst.

5. Senior Associate (January 2014 to Present).

Ernst & Young (EY), Athulya Building, Infopark, Kochi.

Job Profile:

- ▶ Produce consistent, in-brand client worthy documents using MS Office 2007.
- ▶ Ensure all work is completed as per instructions.
- ▶ Work within and meet deadline of projects.
- ▶ Create/format PowerPoint, Word and Excel documents.
- ▶ Quality Review of PowerPoint and Word documents.
- ▶ Workflow Management.
- ▶ Review and estimate jobs.
- ▶ Job allocation and Tracker updating.
- ▶ Communicate effectively to manage the expectations of client. Interaction with Onshore team as well as clients in UK.
- ▶ Identify and initiate improvements to the design and execution of presentation graphics material.