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| *CURRICULUM VITAE*  *K.SURESH*  ***Email*: *ksuresh5178@gmail.com***  ***Mobile: 9841106543***    **Current Address:**  Old No.109 New No. 397,  Melpatti ponnapan St,  Perambur Chennai – 600 039.  **Permanent Address**:  Old No.109 New No. 397,  Melpatti ponnapan St,  Perambur Chennai – 600 039. Personal profile: Date of Birth : 05-01-1978  Sex : Male  Languages : English & Tamil  Write : English & Tamil  Nationality : Indian  Marital Status : Married  Father’s Name : A.V.Kumar  Mother’s Name : K.Shankari Personal Reference Name : Prasanna venkatesh  Mobile : 79049 37290 | | Objective:  To Achieve a challenging career and to develop my inner potential to the satisfaction of the Organisation I am acquainted with.  Profile:  Having more than **17** years of Strong Mutual Fund Back Office Transaction Processing experience and initiative in dynamic and challenging environment.  I enjoy encouraging and helping people seek solutions to situation problems.  I have a keen interest in constantly advancing my academic and vocational skills. I have good communication and inter -personal skills.  Self –discipline, patience and hard work are my FORTE. I concentrate on present, taking lessons from the past, with an eye on the future. Given a chance I am sure that  I will be up to your expectation and will come with flying colors.  Academic Profile:   * **B.COM.** at Sindhi College (Affiliated on The University of Madras 1995 – 1998) * **M C A** at Madras University 2002 - 2005 * Plus Two VOC Vidyalaya Mat Higher Secondary School Perambur – Chennai (1995) * S.S.L.C VOC Vidyalaya Mat Higher Secondary School Perambur – Chennai (1993)   Work Experience:   * Worked in **Sundaram BNP Paribas Fund Services, Chennai**   **(Acquired by K- FinTech on November 2019)**  **Assistant Manager** in mutual fund servicesFrom **Apr 2013 to Oct 2021**   * Worked in **“CAMS”** as a **Processing Officer** in mutual fund services from   **Aug 2004 to Jan 2013**.   * Worked in **“Grapllets India”** as a Accounts Assistant cum Chief Clerk at Pudupet Chennai from **1999 - 2004.**   Skill set:   * Good communication skills. * Capable to work under pressure and excellent as a team. * Positive attitude with innovative approach.     Strenghts:   * .A team player with effective Co-ordination * Good level of self confidence and willingness to take challenges/opportunities * Work place values, Adhesion to company policies, always maintains positive attitude * Committed team player recognized for professionalism, integrity and leadership. * Trained new members in my team on different processes. Also taken initiative to get cross Function Knowledge in other Departments.   Technical Qualification:   * Working knowledge in Operating system.   MS.Office, Windows 10+ , Windows NT & 2000,     * Working Knowledge in programming Language   Oracle, Foxpro, Visual Basic, Sql   * Senior Grade in English Typewriting. | |
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**Current Profile:**

**Organization : Sundaram BNP Paribas Fund Services, Chennai**

**(Acquired by K- FinTech on November 2019)**

**Position : *Assistant Manager***

**Mutual Fund : Sundaram / BNP**

**Department : Payout Processing**

**Period : From Apr 2013 to October 2021**

**Company Profile :** **K-FinTech** offers Comprehensive Package of Transaction Processing and Customer care services to the Mutual Fund Industry and the Registrar & Transfer agent for mutual funds that currently operate schemes in India.

* **Areas of Responsibility in K-FinTech:**
* Reconciliation of Date wise Daily Transaction Report for Redemption File Vs Processed Redemption Register for Liquid, Debt, Flexi, Ultra, Equity and Global Fund.
* Tallying Allocation Date and Settlement Date Redemption Register to check COB T+10, and T-10 transaction.
* Verification of Beneficiary Bank Details to Disburse the redemption settlement amount by Direct Credit, NEFT, RTGS, DD Pay order and Cheque based on the Bank Name and Transaction amount and location.
* Preparing of Bank wise Payout Summary and tally the same with Bank wise Payout file for Liquid, Debt, Equity, Ultra, Flexi, Global Fund
* Mailing of Banking Payout Report for the processed redemption transaction as PDF and Soft Copy to the respective Banks.
* Uploading of Redemption payout file into the respective banks by Secure Online Net banking Access and Disbursement of Cash by Debiting from the client account and transfer into Beneficiary Account
* Rectification of error for uploaded file.
* Generation of UTR number for the uploaded payout file for future reference.
* Mailing of Redemption Funding Summary Details to the Client.
* Preparing scheme wise Reconciliation for all open & close ended schemes
* Doing the recon of various type of subscription transactions (Online, SIP, Group SIP, Historic
* Transaction)
* Working on pending data after reconciled the System Recon
* Workout on Receivable closing balance and reason for pending
* Analysis and rectification of wrongly reconciled transaction
* Attending of Client and Branch’s telephone and email queries.

**Achievements:**

* Won several appreciations for sincerity and work quality for delivering quality work well with in time schedules.
* Won a Customer Delight Award for Payout processing.

**Previous Profile:I**

**Organization : Computer Age Management Services Private Limited, Chennai (CAMS)**

**Position :  *Processing Officer* (Business Processing Services)**

**Mutual Fund : HDFC Mutual Fund**

**Departments : Financial Transaction Processing – (Posting)**

**Period : From 2004 to Jan 2013.**

**Company Profile :** **CAMS Private Limited** offers Comprehensive Package of Transaction Processing and Customer care services to the Mutual Fund Industry .CAMS is the Registrar and Transfer agent of the various mutual funds that currently operate schemes in India. The Company engaged in back office transaction Processing and Customer Service for various Mutual Funds.

* **Areas of Responsibility in CAMS:**
* Managing the team of processing Executives involved in the process of Financial Transaction for Mutual Fund Industry i.e., maintaining the investor’s accounts on behalf of the Asset Management Company.
* Verifying and Importing the NAV as declared by AMC on daily basis.
* Multiple Task/ Function in all areas of Mutual Fund Operation.
* Handling of Process team for daily process in respect of Purchases, Switches & Redemption
* Independently handled Mutual Funds Investor Queries clarification.
* Processing the High Value purchase transactions of Mutual Funds
* Registration of Transaction data, data validation and Quality checks
* Tallying the transactions available in the data base with the confirmations Received from ISC.
* Involved in writing PL/SQL stored procedures for the support retrieving date from the source.
* Coordinating with Asset Management Company & ISC
* Ensure accurate and timely processing of work in a cost effective manner
* Updating Investors request for change of bank address, bank account number , change of address, corrections
* Sending the controls and scheme wise summary on daily basis..
* Bank Ledger amount and our Sub ledger Amount Matching
* Preparing Daily Reconciliation of Liquid Schemes for Subscription
* Banking Credit identification, which does the identification and rejection of credits received by the investors of all the ongoing schemes, online transactions and FMP schemes transactions.
* Have interacted with Technology Department for giving them the specifications and ensuring implementations of various solutions for smooth process and better controls.
* Coordinating with branches for resolving the issues.
* Downloading the Bank Account Statement and tallying with the upload file.
* Sending account statements to Investors and AMC.
* Dealing with AMC and providing Monthly MIS Reports and Asset Under Management (AUM), Scheme Performance, Scheme Net Asset Movement, MAC Region Net Asset Movement and other General Reports
* Ensuring service deliverables as per SLA requirements at all times

**Previous Profile:II**

**Organization : Grapllets India – Pudupet Chennai**

**Position : *Accounts Assistant cum Chief Clerk***

**Departments :** Admin & Accounts Dept

**Period : From Feb 1999 to August 2004.**

**Company Profile:**

**Dealer of Selling Computer peripherals & Collection Agent for ICICI Credit card payments**

**Job Responsibility :**

* Responsible for day to day activities of general administration.
* Maintaining Cash Book, Ledger, Sales Register, Bank Register, Petty cash & Stock Register.
* Maintaining Cash Transaction and Bank transaction work*.*
* Taking care of general administration.
* Maintaining the registers of inward and outward couriers
* Invoice Bill enter in our database(Excel & SQL)
* Invoice Bill Number, Date, Description, Quantity, Amount Updating In SQL Data Base, Journal entries, Ledger.
* General Accounts, Maintaining books of accounts, daily posting etc.
* Preparation of Trading Account, Profit & Loss Accounts up to Finalization

**DECLARATION**

I hereby declare that the information furnished by me are true and correct to the best of my knowledge and belief and I have made claim of acquired competence in good faith.

Place :  **Chennai**

**(K.Suresh)**

Date :