

CURRICULUM VITAE

A. Ajay Kumar

H.NO 6-181,
Narayanapuram (village)
Thallada (mandal), Khammam (dist)
Telangana - pin – 507167.

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CAREER OBJECTIVE:

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth.

ACADEMIC RECORD:

- **MBA (Finance)** from Vishwa Vishwani Institute Systems and Management, Osmania University, Hyderabad -2016.
- **Bachelor of commerce** from Kavitha Memorial Degree College, Kakathiya University, Khammam-2014.
- **Board of Intermediate** from Sri Surya Junior College, Thallada- 2011.
- **SSC from** Lourdu Matha High School, Thallada – 2009.

WORK EXPERIENCE:

Company : KFINTECH
Designation : MIS Executive
Duration : 27th May 2019 – 05th Jan 2021

ROLES AND RESPONSIBILITIES:

- Work as a MIS Executive at “Global Fund Services (GFS)” in Malaysian Fund.
- Responsible for providing MIS Reports to Clients on Daily/Weekly/Monthly basis.
- Validation a daily transaction reports with authenticated File.
- Responsible for providing Transaction count control on daily basis.
- Investigating and resolving the queries it comes from client and responding through EMAIL.
- Reconciliation of reports which are going to share with client.
- Performing the required KYC Screening Clients documenting the Information Obtained on the Client’s required by global KYC procedure.
- Performing the Customer Due diligence of Clients profile KYC verification Of Global Clients.
- Ensuring Compliance With all AML Laws, regulations, Guidelines Written Procedure OFAC, KYC, Transaction Monitoring.
- Performing Post Approval Quality Check of Clients’ Accounts after Approval by Analyst.
- Identified accounts of High risk of negative information using of world check and OFAC.
- Handle Multiple Priorities and deadlines concerning review of high risk clients.
- Conducted careful financial and covenant analysis of proposed transaction

WORK EXPERIENCE:

Company : GENPACT India Pvt Ltd.
Designation : Senior Process Associate
Duration : 17th Mar 2017 – 11th May 2019

ROLES AND RESPONSIBILITIES:

- Nature of work investment banking, working for US based Wells Fargo investment bank.
- Operations for credit processing & Reporting & Physical transfer securities.
- Reviewing, Reconciling, Monitoring and updating Customers brokerage accounts complying with US laws /NYSE rules to avoid any fraudulent activities.
- On daily basis need to verify the service request & Reconcile the report where check for the debits in the account and notify the respective branches.
- E-mail branches for any restrictions on the account regarding transfer of securities.
- Notify the branch regarding insufficient funds accounts and noted of death accounts through emails and same time communicator.
- Manually moving cash and securities from one account to another account.
- Creation of process documentations. We help branches to maintain their customer brokerage accounts not fall into “FINRA Regulations “. Providing support to branches- reconcile those accounts having debit/ short positions due to buying and selling of trades(Long positions and short positions)

ACHIEVEMENTS:

- Lean certified.
- Trained and certified on “Corporate Etiquette”.
- Received bronze, silver awards and Exceeded Expectation recognition during this period.
- Received appreciations from client for providing best services with 100% accuracy.

TECHNICAL SKILLS AND KNOWLEDGE DEVELOPED:

- Investment Banking
- Good knowledge on MS. Office (Excel, Word & PowerPoint)
- Proactive and positive approach.
- Contribute the best for achieving team’s and organizational goals.

PERSONAL INFORMATION:

Date of Birth	:	11th Jan, 1994
Marital Status	:	Unmarried
Languages	:	English, Hindi and Telugu
Permanent Address	:	H.NO 6-181, Narayanapuram (village) Thallada (mandal) Khammam (dist), Telangana - pin – 507167.

DECLARATION:

I hereby declare that information furnished above is correct and true to the best of my knowledge.

Date:

(AJAY KUMAR)

Place: