



## SHAKIR KHAN

**Nationality:** Indian

**Phone:** (+91) 9030725753

**Gender:** Male

**Email address:** [shakirkhan7076@gmail.com](mailto:shakirkhan7076@gmail.com)

**Whatsapp Messenger :** 9030725753

**LinkedIn :** [linkedin.com/in/shakir-khan](https://www.linkedin.com/in/shakir-khan)

**Address:** 9-10-68/A/, GOLCONDA HYDERABAD, 500008 HYDERABAD (India)

### ABOUT ME

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An Experienced Professional who has extensive knowledge of Fund accounting and Administration processes. The ability to handle accounting functions of Private Equity Fund and work in a pressured environment where there are regular interruptions. Self-motivated, team-oriented and have a strong sense of accountability and a high level of attention to detail. My strengths include Prioritizing, Multitasking, Team management and results driven.

### WORK EXPERIENCE

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#### PROCESS ANALYST

**BROADRIDGE FINANCIAL SOLUTIONS** [ 12/02/2020 – Current ]

**Country:** India

- Performing Fund accounting function of the Private equity that include recording Journal Entries, preparing monthly/Quarterly/Annual Financials
- Ensuring accuracy of Corporate actions and calculating NAV (Net Assets Value)
- Reconcile various accounts or reviewing reconciliations and correcting any variances
- Managing the client relationships for the Funds
- Review and validate the partner/shareholder allocation calculations, including management and incentive fee calculations
- Manage the fund related bank wires on behalf of the client.
- Handle the deliverable requirements on timely basis
- Document any updates or changes to formal procedures, databases, etc.
- Support training of new hires when assigned.

#### PROCESS EXECUTIVE

**COGNIZANT TECHNOLOGY SOLUTIONS** [ 10/01/2018 – 27/01/2020 ]

**Country:** India

- Review documents and book expenses to proper accounts, for Global NA ,EMEA & APAC (PO & Non PO invoices) on ORACLE Platform
- Working closely with PO Requesters & Buyers for on hold invoices, Credit memo processing
- Daily interactions with Vendors on Calls for any issues. Ensure that all bills are paid by due dates
- Updating the bank details, address and other vendor details. Quality check and process training for the new hires
- Responsible for support of the day-to-day expense operations for associates traveling on business
- Setting up of Auto pay's and Prepayments, Prepare Accounts payable aging report & Discount available report and ensure that trade discounts are availed.

## EDUCATION AND TRAINING

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### **MBA (Finance)**

*Osmania University*

### **Bachelor of Commerce**

*Osmania University*

### **High School**

*Board of Intermediate Education*

### **Secondary School**

*Board of Secondary Education*

## HOBBIES AND INTERESTS

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### **Playing Cricket**

Surfing on internet

## KNOWLEDGE PURVIEW

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### **Good Understanding of Private Equity Fund Structure**

- Limited partnership Agreement., Partners Obligations
- Master Fund, Feeder, Onshore & Offshore and Blocker Entity.
- Sound knowledge of Waterfall Provisions., European and American Waterfall
- Carried Interest and Distributions., Claw back and Catch-up provisions in an LPA
- Understanding of Corporate actions and its impacts on share prices
- Hedge funds., High Watermark, GAV and NAV calculations.

## TECHNICAL SKILLS

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### **Proficiency in Oracle Cloud ERP**

- Excel., Macros, VLookup, Pivot, Data Visualization etc.
- Good Typing skills
- Easy adaptability to computerized works

## LANGUAGES KNOWN

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English, Hindi and Urdu

## ACHIEVEMENTS

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### **Got Ace Award for Good performance**

- Certified by college for best Parade.