



ARUN G

Specialist Transaction Processing Operations with 5years of experience in Financial transactions handling involved in Insurance Claims and Withdrawal processing, Retirement Payroll, Customers Bank account data monitoring, Data management, MS office, KYC, Data analysis and Reporting.

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WORK EXPERIENCE

Empower Retirement

Nov 2019 to Present

Designation: Specialist Processing Money in Operations

- Processing Payrolls funds, Rollover, Loans and Invoice to multiple plans as per funds and document backup received
- Postings funds to appropriate participants account and plan number
- Processing internal P2P transactions received as per email confirmations
- Transfer the rollover request to P2P and third party accounts
- Make review and Validating Rollover and Asset transfer request documents
- Analyzing clients data in books of records and match with the received forms.
- Validating participant SSN, Address and bank details
- Processing Invoice outstanding and refund and the balance funds to the plan account
- Processing Trade and Allocations setup on customers accounts as per forms received
- Analyze and validate customers bank account details before processing the transactions.
- KYC check on customers bank account number, ACH and Wire transfers.
- Processing NIGO letters to participant or plan as per the AOR
- Make review and Analyze clients details with provided Lexis and Nexis search
- QA analysis for processed transactions
- Auditing the refund transactions before the TAT deadlines
- Consolidate customers record and performed data entry for books of record
- Auditing the day to day internal error reports

AXA Business Services Pvt Ltd

Dec 2014 to June 2018

Designation: Specialist Operations Money out

- Processing financial transactions and Claims Disbursements
- Analyze and verify customers bank account details before processing the banking transactions.
- KYC check on customers bank account number, ACH and Wire transfers.
- Analyzing clients data in books of records and match with the received disbursement forms.
- Processing Trade and Allocations setup on customers accounts as per forms received
- Make review of individual and commercial customer's files and documents
- Make review and Analyze clients details with provided OFAC search and Back end KYC analysis
- QA analysis for processed financial and Claims transactions
- Summarize financial and operational data using Applications and Excel
- Analysing clients details and processing day to day work targets
- Assessed customers records and Performed data entry for customers data spreadsheet

SUMMARY OF SKILLS

- Extensive and hands-on experience in Microsoft office suite with good presentation skills.
- Assigning task to team associates and managing the daily volumes
- Audit checks on external errors and validate the exact reason of error
- RCA analysis for the internal and external errors
- Updating SLA files and dash board as per the consolidate datas
- Consolidating teams daily processed data and maintain record of processing backup
- Preparing the daily reports using excel and PPT

EDUCATIONAL QUALIFICATION

B.Com Vidya Vahini First Grade College, Bangalore University	2014
PUC, Commerce Vidya Vahini PU College, Bangalore	2010
SSLC St Mary's High School, Bangalore	2008

PERSONAL INFORMATION

Father Name : Gajendran D
Mother Name : Mary Joyce S
D.O.B : 30/04/1992
Nationality : Indian
Blood Group : B+
Languages known : English, Hindi, Kannada and Tamil
Hobbies : Riding bike, listening to Songs.

REFERENCE

- Mr. Shashi Kumar, Assistant Manager, Axa Business Services Pvt Ltd
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- Ms. Priya Bist Assistant Manager, Empower Retirement
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