**MD.Ejaz**

**(M.B.A, LL.B)**

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**Professional Summary**

Having 7.7 years of experience in Financial Accounting and Fund Accounting with a proven record of productivity, quality, and integrity. Having sound working knowledge of **Advanced Excel** and intermediate levelexpertise in **VBA** seeking a position in which my skills and knowledge can be enhanced and fully utilized.

As the résumé details, the focus of my expertise and professional experience is in business data analysis, Reporting and automation of reports through excel using VBAand have sound working knowledge of advanced Excel.

Extensive hands-on experience on **US GAAP** in the areas of General Ledger and Calculation of NAV.

**Core Qualifications**

* Proficient in Microsoft Office Applications with**Advance MS Excel and VBA**.
* Great people skills needed to educate as well as receive constructive feedback
* Capable of maintaining an extensive system efficiently
* Ability to learn new systems and languages and apply them to real-time
* Knowledge of Advance MS Excel and Visual Basic Applications
* Excellent writing skills needed to communicate complex concepts in simplified terms
* Decision-making skills looking at each issue from all perspectives

**Experience**

**JP Morgan & Chase**

**July 2020 – Present**

* Calculation of NAV for Institutional Clients.
* Daily and monthly calculation of NAV.
* Identifying and Reconciling the breaks breaching tolerances.
* Reconciliation of client books Vs our records
* Keeping client first by providing the deliverables on time

**Franklin Templeton Investments.**

**September 2016 – June 2020 (8 Months worked on Contract)**

* Track all daily activities that comprise the calculation of Domestic and United Kingdom’s funds NAV with various investment strategies, including domestic and foreign equity funds, Debt funds and Liquid funds.
* Reviews the calculation of daily income accruals, interest/dividend payments, amortization, distribution, expense and complex foreign payments supported by clearly documented and compliant reports.
* Make sure all transactions (Trades, interest, Amortization, etc.) accounted for and signing off funds for Pricing.
* Ensure delivery of accurate NAVs with timeliness.
* Responsible to report fund returns to fund managers daily.
* Delegation of tasks among team members and make sure activities are completed at a time.
* Train new employees and develop current employee’s knowledge through daily interaction.
* Provide timely feedback on team performance to respective reporting manager.
* Tracking of liquid funds’ performance and make sure daily dividend share class correctly distributed dividends.
* Responsible for providing information on Ad-hoc requests from different counterparts like compliance, Financial Reporting, Auditors, GTS, Interest Recon team, etc.
* Perform Fund wise Interest & Amortization reconciliation every month to ensure all interest payments from the issuer side received correctly.
* Updating fund expense changes every monthatthe request of the Global Financial reporting team.
* Proper tracking of Monthly, Quarterly, Half-yearly, Annual & Ad-hoc fund distributions on the specific interval of time.
* Manual preparation and accounting of amortization for step down instruments on a yield basis.

**Cognizant Technology Solutions**

**Oct 2015 – May’2016**

* Monthly Profit and Loss Reconciliation by Actual amount Vs Budgeted amounts and providing commentary for the variance.
* Monitor and manage the day to day deliverables of GL and verifying information of customer invoices for weekly billing.
* Calculating the amortization value for Rent/Lease, Insurance, and Promotion Expenses, etc.
* Taking up ad-hoc responsibilities like assisting team, cascading updates, generating MIS has helped the process works smoothly.

**Genpact India Pvt. Ltd**

**April 2013 – Oct 2015**

* As the process works on GAAP, handling Inter Company Accounts, and reporting out the Monthly Dashboards to the client was one of the prime responsibilities.
* Processing Journal Entries to reallocate the charges for the invoices processed by the Accounts Payable team at the month-end.
* Monthly GL reconciliations by General ledger Vs Sub ledger related to property tax and vehicle taxes, it is done monthly to know the payments made against tax liability and receivables against estimates from customers.
* Doing monthly GL reconciliations by General ledger Vs Sub ledger related to prepaid licenses for Base Plate for clearing open item and the amount will get billed to the customers.
* Business impact & Controllership (Finding reasons that have impacted P & L)
* With the expertise and experience I have gained in the process I can work independently and assist team members in resolving their queries.
* Develop and implemented standard operating procedures to bridge data gaps and resolve related issues.

**Technical Skills:**

* Software Tool:CODA, OneTis, G-Max, JDE, AS400, and Oracle.
* MS-Office:Advance MS Excel, Word, and Powerpoint
* Operating System: Windows 03/07, WIN XP.

**Education**

* **LL.B**  – Aurora Legal Science Academy, Hyderabad.
* **MBA (Finance) -** Mahaveer Institute of Science and Technology, Hyderabad.

**2011 – 2012 (67%)**

* **B.Com (computers) – SriSai Degree & P.G College, Hyderabad.**

**2009 – 2010 (63%)**

**Trainings Attended**

* Corporate Etiquette
* Customer Centricity
* Emerging Excellence
* Essential Communication Skills
* Advance MS Excel 2010
* Building Application with MS Access

**Strengths:**

* Excellent communication skills with a natural flair for interacting with people.
* Taking initiative when necessary.
* Initiative and self-discipline.
* Dedicated and Hardworking
* Positive thinker & Confident in all situations.
* Having the capability of adapting to new environments

**Personal Information**

* Father’s Name: Gulam Mohammed
* Date of Birth : 28 – 09 - 1989
* Marital Status: Single
* Nationality : Indian
* Languages known English, Hindi, Telugu & Urdu.
* Hobbies: Making Friends, Reading Newspaper & Gaming.

**Personal Statement**

I view life as a supply-side phenomenon and believe that self-fulfillment occurs through systematic and sustained involvement in the work environment, showing discipline and professionalism that leads to achievement and respect.

**Declaration**

I hereby declare that all information given above is true and written to the best of my knowledge.

**Date:**

**Place: Hyderabad MD. Ejaz.**