

T.Manoj Kumar

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CAREER OBJECTIVE:

Detail Oriented and results-driven Financial Data Analyst adept at developing new financial models, monitoring expenses, sales and revenue and conducting in-depth financial data analysis. Effective communicator with great analytical skills, well-developed time management skills and important ability to work in a team. Determined to finish all projects within schedule and budget.

PERSONAL TRAITS:

- Work well in a team environment.
- Quick Learner with proper understanding.
- Adapting and accepting the new environment.
- Critical Thinking.
- Problem Solving.

SKILLS

- My SQL
- Tableau
- MS Office Tools
- Power BI

WORK HISTORY

Total years of experience: 6 Years 9Months

Tata Consultancy Services (Nov 2016-Till Now)

Designation Process Executive (Analytics)

Department Finance and Accounts

Roles:

- Collected, reviewed and analysed financial data worked on the development of new financial models and completed detailed financial forecasts and budgets.
- Monitored expenses, sales and revenue conducted weekly reports and presented findings and results to managers and executives.
- Identified misappropriated funds, implemented a new treasury software programme and provided professional analytical support to colleagues.
- Create data visualizations to help understand the analytic results.
- Developed reports,data boards using tableau for quick reviews to be presented to business and IT users.
- Tracked and fixed any financial database discrepancies and significantly reduced expenses of in-depth financial analysis-reduced by 45% within 2 years.
- Awarded Employee of the Month twice for performing great work.

Tata Consultancy Services (July 2014 to Sep 2016)

Designation Process Executive

Department Capital market - Investment banking

Roles:

- Manage the end client mutual fund accounts.
- Verifying the client KYC and analyse the investments made by client is the mutual fund is whether legal or illegal as per the regulation and guidelines of Canada government.
- Create new investor record in application system correctly
- Transaction processing - Processing trades for Redemption timely using various financial metrics.
- Processing special redemption transaction called RESP Redemption.
- Preparing and analysing the notional information of client to evaluate the amount invested and income earned by the fund.
- Processing all Urgent Orders and ensure completion with 100% Accuracy and within the stipulated TAT.
- Interacting with onshore clients through mail to avoid unnecessary rejections.
- Providing necessary guidelines for new updates to the team to overcome and reduce the errors.
- Achieving SLA and satisfying clients expectations at the end.
- Visual QC'er for newly trained associates.
- Conducting people engagement activities (Fun-Events) every week.

Accomplishments:

- ☐ **Achieved the position of Quality Controller within a short span of joining the company.**
- ☐ **Achieved the best Quality Controller award in the process.**
- ☐ **Received internal rewards Four times.**
- ☐ **Received appreciation mails from the clients for delivering faster and prompt services.**

Qualification:

2014	B.com – Commerce, The New college, Chennai 65%
2011	Higher secondary school - Commerce P.A.K. Palanisamy Higher Secondary school Chennai 87.75%

Extra-Curricular:

- Participated In National Cadet Corps (NCC) in college Level
- Certification in basics of Ms Office in private institution.

Personal Information:

Date of Birth 15-09-1993

Gender Male

Marital Status Single

DECLARATION:

I hereby declare that the particulars of information and facts stated here in above are true and correct to the best of my knowledge and belief.

Place: Chennai

Signature

Date:

(T.Manoj Kumar)

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