

# Amuthavanan GUNASEKARAN

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## Career Objective:

To take a challenging role in Investment Banking operations and apply my knowledge and use the professional experience to be a valuable asset to the organization.

## Certifications:

- NISM II B
- Data Analytics using Advanced Excel
- The Swift Payments with Business Analyst(Udemy)

## Skills:

- Equities/Fixed Income
- Client Reporting
- Asset Management
- Custody operations
- Reconciliations
- Trade Settlements
- MS Office suite
- Capital market
- Bloomberg
- Aladdin(Blackrock)
- Portfolio Management
- Derivatives
- Mutual Funds
- Communication

## Work Experience

### **Senior Associate – Institutional Client Reporting, Chennai, TN** **BNP Paribas GSO, (Sep 2020 - Aug 2023)**

- Provided quality and complex reporting client service to internal and external clients, and resolve client issues and enquires.
- Process and review of Mandates, Funds reporting such as Factsheets, Data files, Performance attribution, Client report and portfolio commentaries. .
- Analyze the checks of the Portfolio Valuation from supporting teams to regularize the data checks and Ensured regulatory compliance and understanding specific client needs.
- Involves in various asset management operations handle the fund reporting on various instruments like Equity, Fixed income, mixed assets and Money market.
- Assist with project management and technical team for new migration and UAT closely work setup before go-live activity on timely manner.

### **Senior Analyst-Reconciliation, Chennai, TN** **State Street HCL Services (India) Pvt. Limited, (Nov 2018 - Feb 2020)**

- Prime job responsibilities include cash and trade reconciliation between Custody & Accounting. Investigate and analyze the trades flow to find the variances and resolves the breaks.
- Led reconciliations, including cash breaks and position differences trade settlement, gathering and while compiling and analyzing data.
- Proactive in escalation of aged breaks and follow up with onshore team to resolve the break, and follow up with creating IT service tickets on discrepancy on holdings and positions.
- Hands Experience on end-to-end reconciliation process pertaining to Cash and Share Position to check and verify both internal systems and Counterparty Statements.

### **Customer Service Executive, Chennai, TN** **Computer Age Management Services Limited, (June 2017 - Nov 2018)**

- Experience on handling Mutual fund operations processing for Asset Management Company
- Involves independently manage various activities related purchases transaction ,redemption ,switches ,systematic transactions of SIP's ,dealing with distributors ,investors and query with AMC controls
- Successfully manage the client and Investor queries and grievance process all related to transfer, payments, settlements. Ensure proper tracking, response and closure of all Query and feedbacks within the committed TATs.
- Liaise with Central team CVLKRA- checks on KYC and approval

## Education

### **Bharathiyar University, Coimbatore, TN** *Master of Business Administration (HR & Marketing), May - 2014*

- CGPA: 6.3

### **Bharathidasan University, Tiruchirappalli, TN** *BSC (Computer Science), April – 2012*

- CGPA: 6.5