

# Curriculum Vitae

**NAME :** Anirban Kar.

**ADDRESS :** Diamond Park, D.H.Road (JOKA),  
Kolkata 700104.

**CONTACT No.:** 9681636368

**D.O.B :** 6<sup>th</sup> June 1988.

**EMAIL ID :** [anirbankar1988@gmail.com](mailto:anirbankar1988@gmail.com).

**Passport :** YES



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**OBJECTIVE :** Seeking a challenging role and more rewarding opportunity with a reputed organization which recognizes and utilizes my true potential in the field of finance & accounting.

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## **ACADEMIC QUALIFICATIONS:-**

<b><u>QUALIFICATIONS</u></b>	<b><u>SCHOOL/COLLEGE</u></b>	<b><u>BOARD/UNIVERSITY</u></b>	<b><u>STREAM/SPECIALISATION</u></b>	<b><u>YEAR OF PASSING</u></b>	<b><u>MARKS</u></b> <b><u>(%/DGPA)</u></b>
<b>MBA</b>	Pailan college of management & technology	West Bengal University of Technology	Finance	2012	7.69
<b>B.COM(H)</b>	Syamaprasad College	Calcutta University	Accountancy	2009	55%
<b>XII</b>	St.Paul's Day School	ISC	Commerce	2006	65.6%
<b>X</b>	St.Paul's Day School	ICSE	Science	2004	64.4%

## **KEY SKILLS:**

- ✓ 2 years practical knowledge in Credit appraisal of unsecured loans, 2.5 years experience in Fund Accounting and 2.2 years in Audit.

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- ✓ Knowledge in Financial Market (Stocks, Bond, Debentures, Derivatives).
- ✓ Good Analytical skills in problem solving
- ✓ Ability to handle pressure and work on a stringent timeline.
- ✓ Very good communication skill with the clients.
- ✓ Ability to handle team members.
- ✓ Ability to resolve any queries from the client and provide timely response.
- ✓ Reconciliation of Financial Statements.
- ✓ Practical knowledge in Auditing and have good knowledge in Auditing standards
- ✓ Practical knowledge in Advanced Excel (V Lookup, Pivot Table etc) , Adobe Acrobat

#### **PROFESSIONAL EXPERINANCE:-**

**Current Company: HDFC BANK LTD.**

**Joining Date: 21st Jan 2019**

**Designation: Deputy Manager (E2)**

**Job Profile: Credit Manager**

**CTC: 6.27 Lakhs Fixed Plus Performance based Yearly Bonus.**

**Notice Period: 3 months**

#### **Responsibilities:**

- Credit Underwriting of unsecured Loans
- Detecting Frauds
- Managing allocations among credit managers
- Monitoring and Preventing double disbursement if any.
- Monitoring Gross Non Starters and Resolving those.
- Meeting TAT , Productivity and accuracy
- Communicating with stake holders, vendors, Sales Team
- Adhering to credit policies
- Ensuring proper files processing by data entry operators
- Reducing unnecessary pendings
- Risk Management
- Reporting to ACM of WIP, Pending, Approval, RAL percentages
- Talking to customers and analyzing their needs of the fund.

**Previous Company: HSBC Electronic Data Processing India PVT. LTD.**

**Department: Global Banking & Markets**

**Date of Joining: 4th Jan 2018**

**Date of Leaving : 14th Jan 2019**

**Designation: Fund Accountant**

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**Responsibilities:**

- Generating Nav of Mutual Funds
- Posting Income and Expense related accounting entries
- Forex Transaction Input
- GL entries for NAV generation
- Reconciliation of Bank and Cash of Funds
- Checking Corporate Actions and Pricing
- Interacting with onshore team for troubleshooting any issues
- End to End NAV valuations activity
- Training to the new joiners

**Achievement:**

**Received Rising Star of the quarter 2 award for excellent performance.**

**Previous Company: PWC SDC Pvt LTD. Kolkata**

**Date of Joining: 26<sup>th</sup> Oct 2015**

**Date of Leaving: 14th Dec 2017**

**Designation: Assurance Associate**

**Role: Reviewer & Emerging Team Lead**

**Job Responsibilities:**

- Handling of Team members (5 people).
- Quality checking of the deliverables to the client.
- Auditing of Investment Price through different sources (Bloomberg, Reuters and other sources)
- Reconciliation of Audited Financial Statements and documenting the same in Aura (Audit tool).
- Grooming and coaching team members
- Providing updates to the reporting manager about the progress of daily work assigned to the team members.
- Maintaining compliance as per the Audit standards
- Coordinating with the Client on any queries and resolving those.
- Responsible for Quality checking of all the deliverables and ensuring 100 % accuracy and timeliness of the work assigned to my Team.
- Properly allocating work among the team members
- Responsible for checking Client Restrictions before allocating any work to the team.

**Achievements:**

- Received SPOT AWARD for Exceptional performance.
- Became a Reviewer within 5 months of joining the organization due to high quality performance.

- Received Appreciations from the Engagement Team and Reporting Manager for the excellent work done.

**Previous Company:** HSBC electronic data processing India Pvt Ltd.

**Designation:** Fund Administrator

**Joining date:** 3<sup>rd</sup> April 2014 to 14<sup>th</sup> Oct 2015

**Job Responsibilities:**

- Pricing of securities of the fund.
- Generating NAV of traditional funds and ETFs through IMS software
- Posting accounting entries related to fund income and expenses in IMS
- Knowledge of Bloomberg
- Knowledge of Request Builder
- Customized Reporting
- Experience in Showcase
- Investment Compliance

**Achievements:**

- I have also migrated funds and different reporting activities from our jurisdiction (SINGAPORE)
  - Made/ amended SOPs, JAMs
  - Help in increasing cross training within the team for back up creation.
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**COMPUTER PROFICIENCY:**

- LOS, FLEXCUBE, FINNONE
- MS OFFICE
- IMS (NAV GENERATION)
- ENVOY, AURA (AUDIT TOOLS)
- SAP

**LANGUAGE PROFICIENCY:**

- English.
- Bengali.
- Hindi (speak only).

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Date:

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**Anirban Kar**