# **Curriculum Vitae**

NAME: Anirban Kar.

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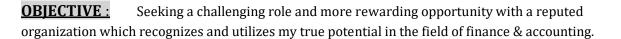
Kolkata 700104.

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

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Passport: YES



# **ACEDEMIC QUALIFICATIONS:-**

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

- ✓ 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

<u>Date of Joining:</u> 4th Jan 2018 Date of Leaving: 14th Jan 2019 <u>Designation:</u> Fund Accountant

# **Responsiblities:**

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

#### **Achievement:**

Recieved Rising Star of the quater 2 award for excellent performance.

Previous Company: PWC SDC Pvt LTD. Kolkata

Date of Joining: 26th 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: 3rd April 2014 to 14th 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.

## **COMPUTER PROFICIENCY:**

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

## **LANGUAGE PROFICIENCY:**

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

Decl	arat	ion:

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:	
	Anirban Kar
	Allii Dali Kal