



UMMU HABEEBA K A

CONTACT

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Khalid Bin Shabeeb Building,
Al Qusais 1, Dubai

ACADEMIC CREDENTIALS

MBA (FINANCE, HRM) | 81% | 2012

- SRM University, Chennai, Tamil Nadu

BA ECONOMICS | 72% | 2009

- University of Calicut
- Government Victoria college, Palakkad, Kerala

HIGHER SECONDARY (HUMANITIES)

| 77% | 2006

- Board of Higher Secondary Examination, Kerala, India
- MNKM GHSS Pulappatta, Palakkad

SSLC | 72% | 2004

- Board of Public Examination, Kerala, India
- GHSS Karimba, Palakkad

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★
Talley ★ ★ ★ ★ ★
Bloomberg ★ ★ ★ ★ ★
Zoho ★ ★ ★ ★ ★

PROFILE SUMMARY

- ❖ Finance professional with 2.9 years of experience as Analyst/Accountant/KPO and BPO operations/Admin Assistant
- ❖ Expertise in Investment Banking, Capital Market, Custody operations, Office administration and Accounts
- ❖ An exceptionally efficient professional with varied exposure to the activities involved in Investment Banking and Financial Services Industry (BFSI), Client Servicing and Capital market.
- ❖ Great focus on Value delivery beyond achieving process defined SLAs.
- ❖ Successfully perform in the team and achieved excellent results winning several awards.

KEY SKILLS

Energetic

Leadership

Presentation & Professional Speaking

Decision Making

Organization skills

Communication Skill

Negotiations

Critical thinking

Excellent problem-solving skill

EMPLOYMENT CHRONICLE

SENIOR ANALYST | Jul 2021 – Aug 2022

STATESTREET HCL SERVICES PRIVATE LIMITED, COIMBATORE

- Reconciliation and investigation of stock position breaks which include Interest, Dividends, Pay downs, Trades, Corporate Actions and Derivatives for Mutual Funds and Hedge Funds.
- Working for Shares and Cash reconciliation, providing the reports to the client in a daily, weekly deadline basis.
- Responsible for coordinating operational activities between state street bank, Boston and SSSSPL.
- Managing wide gamut of operations including Corporate Actions, Paydown/Pay up Differences, Inflationary Bonds, Collateral etc.
- Hands on experience in using Bloomberg to determine the daily Factors for Paydown/Pay up differences and Inflationary.
- Researching all the Unreconciled exceptions to determine the valid protocols and providing preferred macros as documentation.
- Reconciled almost all the different scenarios of Corporate Actions including Merger, Coupon issues, Stock split etc.
- Raising IMT's when there is discrepancy between Accounting and Custody postings.
- Dealing with processing of Fractional Shares and Settlement of Accounting trades to eliminate the discrepancy between the Accounting and Custody side position.

CORE COMPETENCIES

- Domain knowledge in Investment Banking/ Trade Processing/ Corporate Actions / Reconciliation / Custody Operations.
- Trained on various applications such as SMAC, Bloomberg, MCH,

ACCOMPLISHMENT

- Received an Appreciation certificate from clients for on time delivery during the high volume.
- Received O infinity awards & process excellence for best performance, quality, and team work.

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam (Mother Tongue)

PASSPORT & VISA DETAILS

Passport Number : Z6286090
Date of Expiry : 09/08/2032
Place of Issue : Cochin
Visa Status : Visit Visa

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

REFERENCE

- Available upon request

CLERK CUM ACCOUNTANT | Jan 2019 - Mar 2019

KERALA VETERINARY AND ANIMAL SCIENCE UNIVERSITY, PALAKKAD

- Maintain accounts of State Plan Project " Improvement of Integrated farming of livestock research station, Thiruvazhamkunnu, Kerala Government.
- Maintaining and creating file system, adhering to standard procedures and schedules, handling file request and productive logs.
- Maintaining records, checking/retrieving data from various sources and preparing reports as needed.
- Preparing of CST forms and distributing to the concerned persons.

ADMIN ASSISTANT | Dec 2017 – Sep 2018

AL SHAMS NETWORK SOLUTIONS LLC, FUJAIRAH, UAE

- Preparing quotations for customers (new and existing).
- Answering phone calls, scheduling meetings for clients and marketing team.
- Supporting accounts team.
- Handling administrative requests and queries from senior managers.
- Planning meetings and taking detailed minutes.
- Assist in the preparation of regularly scheduled reports.

ANALYST | Jan 2014 – Feb 2015

STATESTREET HCL SERVICES PRIVATE LIMITED, COIMBATORE

- Settlement of securities based on trading desk Boston.
- Hands on experience in MCH application (Multi Currency Horizon).
- Generate easy-to-interpret reports based on collected data.
- Identify different types of data that need tracking to improve business performance.

INTERNSHIP DETAILS

INTERNSHIP | 2012

MALABAR CEMENTS LTD, PALAKKAD, KERALA

- A Study on Overall Operating and Financial Performance.

PERSONAL DOSSIER

Gender : Female
Date of Birth : 14/10/1988
Nationality : Indian
Marital Status : Single
Permanent Address : Payyanil Kalarath House, Cherully, Karimba PO, Palakkad, Pin 678597

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

UMMU HABEEBA K A