



Core Competencies

- Loan Operations
- Investment Banking Operations
- Back Office Operations
- Insurance
- Asset Servicing
- Pricing Analysis
- NAV Calculation
- Language Skills



Technical Skills

- Tally ERP
- MS Office
- Bloomberg
- Eclipse
- Advanced loan system



Personal Information

Date of birth **27-Mar-1991**

Gender **Male**

Address

**No. 11/420, F1 1st Floor, 18th Street,
Korattur, Chennai-600080**

City **Chennai**

Country **INDIA**

Mohamed Ghouse R

Operations Analyst



6 years 5 month



+919003194415



mohamedghouseraw
oof@gmail.com



Result-oriented professional, targeting assignments in Trade Settlements and Investment Banking with an organization of high repute, preferably in Chennai & Bengaluru



Profile Summary

Keen customer centric approach with skills in addressing client priorities and resolving escalations within prescribed TAT, thereby attaining client delight and high compliance scores. Deep understanding of financial services with continuous focus on delivering business solutions. Ready to take on new professional challenges with growth-oriented company.



Education

B.Com, 2012

Madras University

12th, 2012

Tamil Nadu,
English

10th, 2007

CBSE, English



Work Experience

Mar 2020 - Jan 2021

Operations Analyst

Individual Learning Pvt Ltd

1. Responsible in translation and validation of educational content for academic K12 syllabus of various states of India

2. Improved operations through consistent hard work and dedication
3. Checked and corrected grammatical and spelling errors in diverse documents
4. Collaborated with editors to meet project deadlines and solicit customer feedback and transparency on work progress

Nov 2017 - Oct 2019

Executive

Satvat Infosol Pvt Ltd

1. Responsible in translating and validating of educational content of various competitive exams like RRB, SSC, State level examinations.
2. Maintained strict confidentiality of projects and exercise discretion.
3. Responsible in translating educational content from English to Hindi within its SLA.
4. Responsible in allocating task to translators, reviewers and identifying improvements in processes.
5. Monitored over 7 translators' day-to-day activities and made plans to rectify issues resulting in the success of the project

Feb 2015 - May 2017

Operations Analyst

Citicorp Services India Pvt Ltd

1. Identified new process, determined gaps in existing processes. Spearheaded design reviews & assisted with allocation of functionality to specific system components
2. Developed formal plans for continuous improvement and measurement in terms of management goals and objectives, customer service delivery, and customer relationships
3. Established in-house quality standards, ensuring high-quality deliverables while adhering to the SLAs
4. Managed customer satisfaction programs like Voice of the Customer, Know Your Customer, and closed-loop corrective action and best practices
5. Analyzed applicants' financial status, credit worthiness, and property evaluations to determine feasibility of granting mortgage loans
6. Evaluated credit worthiness by processing loan documentation in ALS (Advanced Loan System) within specified limits and approved Secured loans to the customers from Singapore
7. Developed program plans, goals, objectives, and milestones for evaluating and measuring effectiveness of operations
8. Performed validation and testing of models to promote adequacy and reformulate models as necessary

Jul 2013 - May 2014

Operation Executive

BNY Mellon International Operations (India)

1. Responsible in collection of Financial Statements of the Hedge funds every month and its subsequent updation in LAMP system
2. Performed chasing of financial statements which includes Capital Balance, Estimates from Front office, if they are not received on proper timeline
3. Responsible in completing trade on fixed time within given SLA
4. Frequently contacting Internal staff with respect to accounting and reporting of daily and monthly client activities and initiatives.
5. Implemented continuous improvement methodologies, through Process Reengineering
6. Devised strategy for existing processes and workflows to develop newer and advanced workflows to attain business goals



Courses & Certifications

- Tally ERP 9
- MS Office