

Rajani Achamma Thomas
Manapurathu House
Poovathoor P.O
Koipuram
Pathanamthitta
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Summary of experience:

Investnet Asset Management India Private Ltd 19 December 2016 – Till date

Career objective:

To work with an organization in which I can contribute my skills to enhance my own productivity at the same time achieving the organizational objectives with the attribute of time , quality and discipline.

Roles:

Senior Operation Analyst
Project Name: Tamarac Clients

Real time reconciliation of Tamarac clients in the platform (Portfolio Center) with the custodian. Processing of corporate actions like stock split, stock spin off, dividend, etc on the accounts in platform.

Responsibilities:

- Responsible for prompt delivery of daily deliverable and other monthly & quarterly SLA's.
- Address queries and requests relating to the reconciliation to US based Client servicing team and deliver highest quality of service to the customers.
- Processing the ad hoc requests which is related to the cost basis and NPS updating in the accounts.
- Verification of performance reports (QPR's) generated with respect to the need of the client

Key strengths:

- Communicating effectively and constantly interacting with US based Client servicing team
- Understanding the requirements quickly and acting fast
- Taking well-reasoned decisions after in-depth discussions and situation analysis with the US based Client servicing team.
- Ensures that the skill set and morale of the team is always high.

Education:

Course	Institution	Board/ University	Year of Completion	Marks % / CGPA
M.Com	Catholicate College , Pathanamthitta	M. G University	2016	80 %
B.Com	St. Thomas College , Kozhencherry	M. G University	2014	79 %
+2 (Plus Two)	SVGVHSS Kidanganoor, Pathanamthitta	Higher Secondary Board	2011	84 %
SSLC	SVGVHSS Kidanganoor, Pathanamthitta	Kerala Board	2009	83 %

Personal Profile:

- Name : Rajani Achamma Thomas
- Date of Birth : 10/05/1993
- Sex : Female
- Name of Father : Thomas Varghese
- Marital Status : Married
- Permanent address : Manapurathu House
Poovathoor P.O
Koipuram
Pathanamthitta
PIN :689531

Declaration:

I hereby declare that the above details are true and correct to the best of my knowledge and belief.

Place

Date

Rajani Achamma Thomas