



ANILA PHILOMINA PJ

Senior Executive

PROFESSIONAL EXPERIENCE

Senior Executive – Mutual fund Backoffice

Geojit Financial services Ltd | May 2018 – January 2023

- Worked in Head office -Mutual fund Backoffice department as a Senior executive from the past 5 years.

Responsibilities Handled

- Team member of Income reconciliation in Mutual Fund Backoffice operations handling preparation of Monthly Income Budget, Monthly Accounting of Income, Brokerage commission structures of AMC's Finding out commission receivable with actual commission received , Co-ordination with RTA etc.
- Data Gathering, Pattern finding, system development and report writing for Automated Income Reconciliation.
- Comparison testing in Financial Domain.
- KYC Procedures, Dealing with Branch enquires, Solving queries /issues through IT support as well as co-ordination with team members.
- Bank Verification done more than 850 clients' for Fundsgenie -Online Platform of Geojit Financial services Ltd.

CONTACT DETAILS



+971- 586992835



anilaphilominapj@gmail.com



2817 , University Road,Near Hot Burger Muwalia, Sharjah

Joining Status – Immediate

PROFILE

Senior Executive with nearly 5 years of experience in financial sector. Ambitious and Goal-oriented finance professional with experienced in Non-Banking Financial Company. Possess MBA in Finance & Marketing and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Finance-Operations Manager.

- Generating Reports, Charts and table on financial information.
- Answered queries/issues from branches phone calls daily.

Professional Skills

- Event management & Co-ordinator
- Good knowledge in accounting
- Good practice in tally software 6.3, 7.2, 9.0, ERP9 etc.
- Ms office knowledge
- Photoshop

Soft Skills

- Comfortable in presenting and interacting with all levels of the organization.
- Ability to work with minimum supervision in a team environment.
- Leadership & Team work
- Creativity, Research & Presentation skills.

EDUCATIONAL QUALIFICATION

Master of Business Administration

Bhavan's Royal Institute of Management | May 2018

Graduated – Finance & Marketing

Bachelor of commerce

St. Teresa's College , Ernakulam | June 2016

Graduated – Finance & Taxation

HSE

St. Mary's School , Ernakulam | May 2013

Commerce- Computer Application

SSLC

St. Antony's School , Ernakulam | May 2011

CERTIFICATIONS

Course	Institute/Board	Marks
Mutual Fund Distributors Certification Examination	National Institute of Securities Market	70%
Securities Operations and Risk Management Certification Examination	National Institute of Securities Market	74%

LANGUAGE

- Malayalam (Native)
- English (Fluent)
- Hindi (Intermediate)
- Tamil (Intermediate)

INTERESTS & HOBBIES

- Listening to Music
- Motor riding & Travelling
- Travelling

CONTACT DETAILS



2817 , University Road,Near Hot Burger Muwalia,
Sharjah



+ 971- 586992835



anilaphilominapj@gmail.com

DECLARATION

I solemnly declare that the information furnished above is free from errors to the best of my knowledge and belief.

ANILA PHILOMINA P J

