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FALCON ID # 31064

Maintenance / Business Continuity

Residential Country : India Nationality : India
Resume Title : Business Continuity Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.com	Mumbai University	2010	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Senior Process Associate	Reputed Company	India	08/2012	/
Transaction Processing Specialist	? J.p. Morgan Services India Pvt. Ltd	India	08/2010	08/2012

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

STRENGTHS

- ? Ability to solve comprehensive problems.
- ? Excellent verbal and written communication skills
- ? Dedication to work.

? Always looking forward to learn & ready absorb new things.

Additional Information :

Project Management Operations Finance team as an Relationship Crisis Management Lead (RCML) and handling Finance, Business Continuity Management and Quality operations for the project.

? Preparing BCP test plans, reports and managing BCM document recertification with various stakeholders and clients.

? Managing Cost report analysis, Financial analysis, Variance analysis and Billing of invoices for the project and sharing the same with the client.

? Preparing and managing Overtime Details, Night Shift payment details, Billable Churn Recruits data, Project Status review report, Headcounts & Attrition data for the project.

? Preparing monthly Information Security Scorecard and managing Denied Access Report & ODC Monthly Access reconciliation files for the project.

? Managing Cost & Revenue projections, Cost Budget and project Value approval, Creation of Change Control Notice in case of any amendments in the MSA/contract of the project. Track the monthly finance reports and forecast project financials.

? Direct the ongoing operational business management activities/functions in the following areas: Financial, business management reporting, resource management, operate metrics and analysis, project management office, communications and strategic initiatives to ensure consistency and effectiveness across the teams.

? Work with LOB finance to maintain accurate headcount vs forecast in the region. collaborate and assist in driving strategic initiatives like productivity, cost saves etc.

? Assist in preparing management review decks, monthly updates, town hall, and any report / review as needed by senior management.

? MIS and Projects

? Managing various types of reports for Clients on weekly, monthly, quarterly and yearly basis. It includes Project management report, Project status report and Trend analysis which help the organization to measure the satisfaction level of Customer as well as Vendors.

? Managing Internal Statutory Audit to check the correct & conciseness of various Quality deliverables like Quality check Plan, Calibration, Control charts, Defect log, Cost of Quality, C-matrix (monthly volume tracking tool).

? Involved in Preparing Volume Tracker [Access database] which is used to track the volumes of all functions in a process. It includes daily, weekly and monthly volumes which helps the management to show volumes and track the productivity of the team.