

ADNAN SALEH ROOPAWALA

UNIVERSITY VIEW

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Dear Sir/ Madam,

Review of my credentials will confirm that I am capable of serving as the catalyst for achieving revenue objectives and growth through effective contributions. I possess over 17 years’ of experience in Treasury Management, Money Market Operations, Private Wealth Management, SHIPPING AND DOCUMENTATION MANAGEMENT, Client Servicing, Relationship Management and Team Management.

I am currently working with al futtaim retail trading llc as treasury accountant and was associated with JP Morgan Services India Pvt. Ltd. as Team Leader.

I understand that working for your organization requires a candidate who is team oriented and is able to deal with people in various departments. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively.

My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide the strategic and tactical leadership QUALITIES to retaining valued customers of an organisation. I am certain that my presence in your team will prove to be beneficial to your organisation. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

Thanking you.

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**Mobile:** +971558277607 **Phone (Res.):** +971 – 4 – 282 9586

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***In quest of assignments in Financial Operations with a growth-oriented organization of repute***

**Professional Profile**

* A competent professional with **over 17 years of** experience in the areas of Treasury Management & Operations.
* ***Worked with Al Futtaim Retail Trading LLC. as Treasury Accountant – Daily Fund Transfers and handling Bank Reconciliation of various Retail Brands like IKEA, ACE, Marks & Spencer, Al Futtaim Watches & Jewellery, Guess, Toys R Us, etc..***
* ***Worked with JP Morgan Services India Pvt. Ltd. as Team Leader - JP Morgan’s Money Market & Private Wealth Management.***
* Proficient in managing treasury operations with a view to utilise available funds in a better way to achieve maximum returns and increase profitability.
* A keen analyst with exceptional relationship management skills and abilities in liaising with Banks, Financial Institutions and other external agencies.
* Worked with major banking applications – SAP, J D Edwards, Bloomberg Teminal, Tally, Ms Office (Excel, Word, Power Point), Ms Windows.

**Areas of Exposure**

**- Treasury Management – Money Market Operations (Remittance) - Private Wealth Management (Reconciliations) - Shipping & Documentation Management - Client Servicing - Relationship Management - Team Management – Training (Faculty) - Teaching**

**Employment Scan**

**Sep’15 – Till Date Treasury Accountant (Team Leader)**

**Al Futtaim Retail Trading LLC – Dubai (UAE)**

***The Growth Path with Key Responsibilities:***

**As Treasury Accountant (Team Leader) – Al Futtaim Retail Trading LLC (Sep’15 – Till Date):**

* Daily borrowing and lending funds from banks, Arranges with the banks for the documentation relating to new facilities and renewal of facilities, by reviewing them, checking the prices, conditions, charges, value dates, that match with group requirements and legal department.
* Ensures that funds are managed properly to meet the obligations with banks to avoid extra interest charges and to maximize the income for the group.
* Handling Bank Reconciliation, verify the entries in the books of accounts with the bank statements
* Reviewing the cash clearing and card clearing reconciliation on a monthly basis.
* Coordinating and supporting respective business on the reconciliation process
* Ensuring that all the Retail stores are provided unhindered Cash Management Services and also ensuring that the staffs are trained on the same.
* Ensuring that all the Retail stores are provided unhindered POS Services (Credit Card Acquiring) and also ensuring that the staff are trained to operate on the same
* Verifying that all accounts receivable requirements of the businesses under Retail Division are provided.
* Ensuring that the documentation requirements for all businesses under Retail Division is completed and submitted to Bank and Group Treasury within the stipulated time.
* Coordinating with Group Treasury for the foreign currency spot purchase requirements of businesses under Retail Division after ensuring that the foreign currency in bank accounts have been fully utilized.
* Interacting with & providing assistance to internal/external auditors to facilitate the completion of audits of the Treasury activities.
* Passing journal entries, verifying the accuracy. Preparation of bank reconciliation. Follows up the finance inquiries with banks to get the supporting documentation and details of all unclear amounts to have clean books.
* Provides the management with a set of reports to keep them updated at all times.
* Conducts other related finance and administrative tasks as required.

**Mar’10 – Aug 2015 Treasury Accountant**

**Ala International Trading LLC – Ajman (UAE)**

***The Growth Path with Key Responsibilities:***

**As Accountant – Ala International Trading LLC (Mar’10 – Aug 15):**

* Working with major banks to remit and settle funds in client or master accounts by sending 103 and confirming on 320 swifts. Checks all inward and outward receipts & payments relating to the loans, deposits, and interest to ensure that all are done on time and calculated properly.
* Daily borrowing and lending funds from banks and major financial markets after getting the best rate from market. Arranges with the banks for the documentation relating to new facilities and renewal of facilities, by reviewing them, checking the prices, conditions, charges, value dates, that match with group requirements and legal department.
* Ensures that funds are managed properly to meet the obligations with banks to avoid extra interest charges and to maximize the income for the group.
* Preparation & Verification of Import / Export Letter of Credit.
* Preparation & Verification of various types of import documents – LC, CAD & TT based etc on daily basis.
* Passing journal entries, verifying the accuracy. Preparation of Financial Statement and bank reconciliation. Follows up the finance inquiries with banks to get the supporting documentation and details of all unclear amounts to have clean books.
* Arranges with banks for the amendments of facilities to meet the group needs and to have the best cost of funds.
* Provides the management with a set of reports to keep them updated at all times.
* Conducts other related finance and administrative tasks as required.

**May’03 – Feb’10 Team Leader**

**JP Morgan Services India Pvt. Ltd., JP Morgan Chase Bank – BPO, Mumbai**

***The Growth Path with Key Responsibilities:***

**As Team Leader - JP Morgan’s Private Wealth Management (Mar’09 – Feb 2010):**

* Working with GSC PB PCS RECONCILIATION (Private Banking) process.
* Leading a team of 8 team members & daily reconciling asset that included reconciliation of shares as per FED, DTC and TIPS.
* Performing suspense recons, handling outside custodians, solving outages and investigating issues, foreign cash, foreign asset and reversals as per donor location requirements.
* Working on a project to create a database in Access, which leads to create KPI, MIS Reports, Dashboard on a click of single button for all the Asia locations, saving 0.5 FTE.

**As Operations Analyst – Treasury Operations (Money Market Operations) (Jan’05 – Feb’09):**

* Monitoring end-to-end process including money market deal processing, settlements, confirmations and reconciliation for all the EMEA locations.
* Imparting cross-functional training, developing team rapport and imbibing the right work culture, ethics and JP Morgan values.
* Processed Bank Remittances, Confirmations (103, 202, 210, 320 Swifts) and Account Deposits. Analyzed accounts and generated detail records of activities.
* Provided exceptional customer service by responding to requests and resolving critical issues (Nostro / Vostro Reconcilitaions)
* Oversee all Audit / Risks Requests and SOX compliance, development and implementation procedures.
* Oversaw client accounts of Johannesburg and was able to handle month end process and procedure single handedly for Johanessburg Clients.
* Played a key role in assisting co-workers with month end processing of London and Nassau trades by verifying and releasing payments processed by them on time.
* Have always maintained zero level error accuracy by meeting Currency cut off timelines.

**As Team Member –Loans & Collateral Operations - Transaction Processing (May’03 – Dec’04):**

* Preparing spreadsheets (EMI) in excel & handling principal and interest payments for commercial clients.
* Formulating exception and interest fee discrepancy reports & daily kpi reports.
* Renewing and Repricing Loans as per Market Trend & addressing clients queries with Zero Days TAT.
* Conducting quality checking of the loans processed.

***Major Accomplishments:***

* Stellar role in safely migrating process from Bournemouth (London) to Mumbai in 4 weeks, whereas the migration was scheduled for 8-10 weeks. Still have maintained accuracy in processing deals without any errors and department had made a saving of USD 3 million from the date of migration to the date.
* Successfully completed 6 months secondment at Global Emerging Markets (JPMC – London).
* Distinction of being selected as worthy candidate for the Spot Award for putting in extra efforts in digitizing the Tracer Generation Process & Automating SDAC.
* Pivotal in ensuring that GARS/ IMAC and AACT was raised time to time and was completed successfully (Deletions / Additions / Modifications. Trained another resource (identified as a back up) to raise GARS / IMAAC / AACT.
* Resourcefully completed many projects for the team and running without any errors.
* Recognised as a key member in training Delaware team in training of EMEA processing for BCP.
* Took Initiative pf conducting Sabre Testing.
* Merit of having identified as a key member & initiated Regression Testing performed by Janice Fernandes.
* Accredited with the following awards:
* Service Star for outstanding performance in Transaction Processing while handling customers interest payments.
* Team of the Quarter Award and Team of the Year Award for excellent performance in transaction processing while achieving Zero Errors in Zero Turn Around Time.

**Jan’02 – May’03 Executive - Corporate Treasury**

**Philips India Ltd., Mumbai**

***Key Responsibilities:***

* Optimising idle cash in the way of depositing excess cash in mutual fund & borrowing loans from banks or financial institutions.
* Preparing daily high value cheques, ICD, Letter of Credits, Bank Guarantees & handling reconciling of bank accounts, sweeping entries from all accounts to main account.

**Previous Employments**

Apr’01 – Dec’01 Senior Faculty Microkon Computer Institute, Mumbai

Dec’00 – Mar’01 Faculty Reliable Computers, Mumbai

Apr’00 – Nov’00 Software Programmer Onspec Infotech, Mumbai

**Academia**

**B.Com.** Malini Kishor Sanghvi College of Commerce and Economics, Mumbai 2000

**IT Skills**

* Successfully completed GNIIT course from NIIT.
* Expertise in MS Office, Windows NT/2000/ME/XP/98/95, Tally 6.3 EES, Microsoft Word, Excel, PowerPoint, Access, and HTML, Major Banking Applications, ERP Systems (SAP & JD Edwards), Bloomberg terminal operations.

**Personal Details**

Date of Birth : 19th June, 1979

Current Address : University View, B Block, 6 Floor, Room No. 611, Dubai

Silicon Oasis. Dubai. UAE.

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Permanent Address : Charkop Sai Siddhi CHS Ltd, A Wing, 4th Floor, Flat No.

404, Plot # 12, Sector - 8, RSC 25, Near New Charkop

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Passport No. : K2062845 Date of Expiry: 14TH December, 2021

UAE Driving License No. : 1915710 Date of Expiry: 09TH June, 2023

Languages Known : English, Hindi, Marathi and Gujarati