

ASHWIN SINGH CHAUHAN

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SENIOR CONSULTANT

~Specialization in the Analysis, Research & Documentation of Financial Instruments & Expense Compliance~

Solutions-driven professional with significant experience in handling all aspects of service functions while delivering high level support and recommending quality driven measures to Payables & Expense Compliance Management

- Resourceful at maintaining business relationship with clients and achieve quality product and service norms by resolving critical service related issues as per SLAs -

PROFILE SYNOPSIS

- Competent professional offering valuable experience of over 7.9 years in handling a gamut of activities pertaining to Expense Compliance Management, Fixed Income Securities, Risk Analysis, Process Improvements, Customer Relationship Management, Problem Solving, Solution Delivery, Team Leadership, Target Achievement, Reporting & Documentation and People Management
- Deft in delivering pre-defined and agreed business and competency objectives including meeting audit coverage and while processing new claims
- Proficiency in providing consultancy advice on reducing the total cost of claims, undertake claim reviews, provide data reports, trends and analysis to the client
- Recognized experience in planning and achieving business unit objectives and product wise performance goals in a manner that is sustainable, process driven and is consistent to regional/ global strategies
- Skillful in transitioning to new processes and stabilizing the same for smooth operations while managing cross-functional resources to yield quality and service excellence
- Proven expertise in ensuring the timely processing of the non-compliant claims and customer requests thus attaining customer retention
- An enterprising team leader with capability in delivering training to enhance professional efficiencies of the workforce and enabling them to deliver seamless services

AREAS OF EXPERTISE

Expense Compliance Analysis & Management ♦ Process Enhancement Initiatives ♦ FIDS Pricing ♦ P&L Analysis of Financial Instruments ♦ Price Reconciliation ♦ Advisory Services ♦ Balance & Management Reporting ♦ Variance Investigation ♦ Requirements Gathering ♦ Primary & Secondary Research ♦ Team Leadership ♦ People Management ♦ Documentation & Reporting ♦ Vendor Management ♦ Liaison & Coordination ♦ Training & Development

CAREER RECORD

Expense Compliance - Sr. Analyst
Since Jul 2014 ■ Deloitte Support Service, India Pvt Ltd

Key Result Areas

- Review expense claims and ensure they comply with the firm's D Pay Policy as well as administer the firm's compliance with the set policy
- Oversee expense claim documentation and support Expense Compliance department in handling other claim types
- Assist in the evaluation of claim reserves and settlement requests, provide support information and recommendations to the Payables/ Expense compliance for authorization decision
- Monitor expense claims from start to finish, verify and update information on submitted claims, review policies which are applicable for reimbursement and reconcile claims estimates
- Appraise claim presentations, validate for accuracy and compliance with policy provisions and identify non-compliant claims during audit review
- Settle claims within assigned levels of authority as set forth in complex, detailed client account instructions and update daily & month end statics reports for higher officials
- Actively involved in liaising with various departments in matters relating to non-compliant claims, payroll and accounts payables in order to provide feedback to the Payables or Attest Assistant Managers and implementation of policy changes
- Proficient in working on expense compliance Concur, ServiceNow, Microsoft Outlook and Excel with the purpose of responding to queries, resolving problems and tracing required adjustments
- Supervise and monitor the performance level of staff for ensuring superior customer service and accomplishment of service targets
- Identify training needs of employees; conduct brainstorming sessions with all technical personnel to enhance their learning and implement corrective measures; conduct audit of terminating employees
- Assist the team in sharing information for claims and related processing system patches and upgrades

Significant Accomplishments:

--- Bestowed with Applause Award for two progressive years for getting highest refunds achieved which are more than 200,000 AUD

Senior Process Executive (Product Control) ■ Cognizant Technology Solutions Ltd **Mar 2013 to May 2014**

Client – UBS (Product Control)

Highlights of the Role:

- Ensured that daily P & L is accurately reported for designated trading books on a T-I basis and reconciled between P&L tools & management reporting tool
- Provided commentary on P&L swings and variance investigation to Front office traders and senior finance managers
- Processed works on the SAP BW platform in line with group general ledger for UBS
- Reconciled source data on the basis of desk analysis and resolved any kind of occurring breaks
- Worked on various risk management systems: SAP BW, SCL ERP and Business Objects
- Ensured that applicable accounting standards are adhered to regarding P&L and Balance Sheet reporting
- Reported daily P&L results to BUC Management in London for consolidation and desk support

Process Executive ■ Cognizant Technology Services Private Limited **Feb 2012 to Mar 2013**

Client – UBS (FIDS Pricing)

Highlights of the Role:

- Analyzed different product prices like Fixed Income Securities, Hybrid Securities, etc. and performed stale price process, including research activities
- Improved standardization, operational complexity, reduced risk, and cost in line with UBS FIDS (Financial Instrument Data Services) Pricing
- Defined and updated pricing section's KPI's in line with Corporate Strategy
- Ensured compliance with recognized internal control procedures through probing records, reports, operating procedures and documentation;
- Updated latest price of Stale Instruments and fixed deviation appearing in securities on daily basis
- Performed reconciliation of price with comparison to the Web Portal Service (UBS)
- Resolved internal & external clients' issues with respect to benefits and eligibility by researching documentation and system information
- Closely worked and maintained Securities from various data providers like Telekurs, Citco, Bloomberg, ADP, Reuters, IDSI Trading Desk and UBS Web Portal
- Ensured that all securities across all financial products, such as Equities, Fixed Income and Derivative (both domestic and international) are priced accurately within daily deliverable times
- Liaised with brokers and investment officers to determine appropriate pricing structure for complex securities
- Assisted the team in concluding Client Adhoc Request and pricing of unlisted security

EDUCATION

MBA in Finance ■ Olive PG College for Management, Osmania University, Hyderabad **2012**
B.Com ■ Badruka College of Commerce and Arts, Hyderabad **2009**

Technical Capability: Hands-on experience in effectively employing Concur, ServiceNow, Bloomberg, Telekurs, The One, Citco, MS Office utilities (Word, Excel and PowerPoint), and Internet Applications

PERSONAL SNIPPETS

Date of Birth: 16th October 1988
Languages Known: English & Hindi
Nationality: Indian
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