Mudasir Mehboob

Senior Associate

A dedicated analyst, proﬁcient in running successful, method-oriented operations & taking initiatives for business excellence through process improvement, seeking senior level assignments in Operations Management/ Service Delivery / Process Management with an organization of high repute

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# WORK EXPERIENCE

## Senior Associate

### Commercial Bank of Qatar - Credit Risk Quality Assurance and Projects Management

**TECHNICAL SKILLS**

MS oﬃce (Word, Excel, PowerPoint, Visio,Access, Outlook)

*09/2017 – Present*

*250k$ of proﬁt for the bank Achievements/Tasks*

Charged 3500 customer including banks for audit

*Doha*

# PROJECTS MANAGEMENT

Alteryx

Tableau

Signavio

SharePoint

conﬁrmation letter to auditors which resulted in 250k$ of proﬁt for the bank.

Facilitating credit facilities by providing Quality Audit to the production team for all the corporate and private banking clients which are secured with marketable securities, real estate and unsecured credit.

Ensuring all credit attributes of the credit facility are accurate by reviewing all components of credit facilities.

Ensure all credit attributes of the credit facility are accurate by reviewing all components of credit facilities when the facility action is new, renewal, annual review, and modiﬁcation.

Assist with projects necessary to implement more eﬃcient and timely reporting functions.

Reconciliation of reports and maintenance of GL and suspense account, and refund vouchers to the customer.

Trained new hire and junior staﬀ, as well as peers on speciﬁc project implementation.

Prepare the weekly dashboard which consists of all the reports using Qlik sense which is presented to the higher management monthly basis

Provide oversight to the line of business and its risk controls ensuring consistency and compliance with risk management framework and policies

Working with internal business customers, project managers and IT to understand reporting requirement.

#### Business Review (12/2017 – Present)

Performed Business Review for the year 2017, 2018, and 2019 and also presented the same to all the higher management

#### Core Banking Upgrade UAT Cycle (09/2017 – Present)

Equation Upgradion to a new version in UAT environment

#### Business Intellectual Dashboard (10/2017 – Present)

Business Intellectual Dashboard for all the processes in the team, the dashboard consist of all the daily, weekly reports of the team in one dashboard instead of multiple reports

#### Machine Learning for Non-Actionable Items (01/2017 – 08/2017)

Machine Learning for identifying all Non-actionable items for the team, which resulted in 1 FTE save

#### SharePoint designer (12/2017 – Present)

Create Sites, build custom workﬂow and manage permission and content as required from management

Investigate and Implement useful SharePoint capabilities out of the box

Construct Multiple sub-sites, pages, and libraries

#### Business Process Modeling Notation (BPMN) Signavio and Visio (12/2016 – Present)

Create BPMN in Signavio for all the processes in the department

Provide recommendation for operational eﬃciencies and process improvement

Develop Improvements and work on special projects assigned

#### Root Cause Analysis (10/2017 – Present)

Perform Root Cause Analysis every year based on the last year data for the production partner for major errors by using Pareto and FMEA analysis which results in error reduction

# EDUCATION

## Bachelor of Commerce

### Reva Institute of Science and Management Aﬃliated to Bangalore University

*06/2010 – 06/2013*

*69%*

# WORK EXPERIENCE

## Senior Team Member

### JP Morgan Chase Bank -Quality Assurance reviews- Credit Middle Oﬃce Asset and Wealth Management

**ACHIEVEMENTS**

#### Implemented Business Intellectual dashboard for all the processes in the team which resulted in 1 FTE save.

Successfully implementation of machine learning in identifying the non-actionable items for the team

*09/2016 – 09/2017*

*Hit more than 100 % production with 0% of errors*

*Bangalore, India*

#### Worked on automation of HCR and GXM project with

Quality Control reviews for proposals prepared by CMO PBA production teams.

Quality reviews for an operating model on active credit facilities (after booking/activation)

Prevent downstream inaccuracies and provide trending feedback to the production teams and management on consistency and maintain data integrity

Obtain and review all the documents like Florida Tax Questionnaire, Collateral Agreement, Promissory note, Certiﬁcate of good standing etc

Expertise in the types of credit facilities are Advise Line of Credit, Committed Term Loan, Stand by letter, Syndicate

## Operations Analyst

### Deutsche Bank - Prime Brokerage Services for hedge fund clients - Quality Assurance , US & UK Cost Basis (the UK and US Taxation) - MIS Reporting

#### the technology to reduce the risk

Trained all the new joiners along with providing the ﬂoor support and on job trainings

**ORGANIZATIONS**

Commercial Bank of Qatar (09/2017 – Present) JP Morgan Chase (09/2016 – 09/2017) Deutsche Bank (12/2013 – 09/2016)

**INTERESTS**

Sports

Traveling

Gaming

Pet Care

*10/2013 – 09/2016*

*Resulted in 1FTE save by process improvement*

*Bangalore, India*

Facilitating Infrastructure facilities to the hedge fund clients which was Prime Brokerage services, resulted in providing a trading platform for the hedge fund clients.

Hedge Funds Clients (Prime Brokerage Services) includes the services Derivatives (Futures and option, Swap), Rehypotication services, Stock loan, fees

Clearing Position Breaks experience in the event of corporate action.

US and UK Cost Basis Daily Transfer of shares initiated by the clients for the following: Undeﬁned Journal 3 and 5 Journal journal entries, NIQ Allocation - IPB clients and refund.

Worked for client income statement aged breaks for International Prime Brokerage Clients.

Handling daily activities i.e., reconciliation of trade, transfer and age breaks report.

Preparation of daily UK and US MIS, preparation of Cap Model.

Part of the cross functional training for France and Italian Taxation.

Participating in capacity planning of the team and ensuring that all operational functions are performed timely.