

Bakayaraj Durairajan

FINANCIAL ANALYST

- Bakayarajd33@gmail.com

- +971 55 667 3527

PROFILE

I seek challenging opportunity where I can full use my skills for the success of the organization.

SKILLS

- MS Excel, Word, PDF and Web Application
- Team Handling
- Adaptability/Critical Thinking
- Time Management
- Multitasking

EXPERIENCE

Financial Analyst,

RR Donnelley India Outsource Pvt Ltd, Chennai

Feb 2018 – Aug 2023

- Checking the KYC documents received from the client for account opening.
- Scrutinizing the KYC of Individuals, Trusts and Corporate.
- Checking the details of Individuals such as Date of Birth, Nationality, Passport, Occupation, etc.
- Finding out the false matches and reporting to the true matches.
- Name Screening on Company name, Board members and Partners.
- Identifying the Majority owners of the company and checking their background.
- Internet search on the company and finding more details referring to the compliance policy and OFAC sanctions and submitting for account opening.

Senior Operation Associate

Solartis Technology Services Pvt Ltd, Chennai.

Apr 2014 - Jan 2018

- Contract and Appointment insurance agent with appropriate insurance carriers.
- Provide insurance agent with instruction and carrier guidelines to complete and return for processing.
- Receives, reviews and submit required forms and documentation to carrier for agent appointment approval.
- Review internal status report to identify outstanding requirement.
- Provide follow-up to agent via email on status of pending appointment.
- Follow-up with insurance carriers to obtain appointment approval and notifies agent.
- Maintain and update internal processing database.

EDUCATION

Bachelor of Science

Sindhi College of arts and science,
Madras University, Chennai

May 2010 - Jun 2014

Subjects in Mathematics.

Technology

Paragon, Lexis Nexis, Factiva, MS Excel/Word

AWARDS

- **Best Performer** award for delivering quality services.
- **Outstanding Performer** award for maintaining the High Production and quality service.
- Received appreciation emails from Client, Onshore Counter Part and Offshore Teams