

Blessy Thomas

Contact: +971 528 44 5354 (M)

E-Mail: blessyt7@gmail.com**Professional Summary**

A proactive, customer-oriented and well-rounded professional, possessing 12+ years HNW, Hedge Funds and Investment Banking and Insurance experience dealing with regularly with HNW/HNI investors across world leading Investment Firms across the world seeking a challenging role to grow and add value to the organization.

Metlife Gulf- EB Operations, Dubai, UAE**Feb '23 – present**

- Providing clients with policy support with respect to policy administration queries.
- Constantly liaising with Clients, members and agents to resolve queries and requests of policy administration.
- Issuing bills and invoices in a timely manner.
- Reconciling the payments received and posting to the systems.
- Led a team of four for the smooth transition of January renewals, where the number of insured jumped from 60,000 to 120,000 in one day. Received appreciations and from both external and internal stakeholders for the smooth transition without compromising client satisfaction.
- Conducting regular KYC and FATCA CRS checks periodically.
- Onboarding new clients and following through until policy setup and Contract Issuance.

MADA CAPITAL
MADA FINANCIAL SERVICES**Mada Capital Investments P.S.C. Dubai, UAE****Nov'21-Dec'22****Team Leader, Operations:**

- Performing TA and KYC/AML tasks - New Client and Investor Onboarding, Preparation of checklists, deals processing, Issue of Contract notes and regular Investor Communications.
- Regular interaction with HNW Clients, regarding investments, trades, contract notes, and periodic statements.
- Client interaction, accepting trade requests and placing them on behalf of the client. Booking trades and duly issuing trade confirmations to the client.
- Reconciling client and counterparty cash and positions periodically, preparation and issue of monthly client statements adhering to SCA regulations.
- Computing Semi-Annual NAV of the Mada Global Fund and sharing with SCA. Managing Fund Subscriptions and redemptions, maintaining Investor KYC up to date.
- Preparing and sharing weekly and monthly reports to the SCA.
- Pricing of securities, implementing a Corporate Action prediction process therefore ensuring none is missed.
- Tracking expense accruals, setting up of new accrual systems for the client as per their respective contracts.
- Assisting portfolio transfer between counterparties. Procuring and sharing SSIs and following through until settlement.
- Issuing Client welcome letters, setting up and maintenance of client accounts.
- Preparation of Management reports and Audit Support. Operations support to boutique Investment Firm, and ensuring these reports are shared to the investors in a timely manner.



Apex Fund Services Limited, Abu Dhabi, UAE

Apr'19 – Oct'21

A P E X

Fund Accountant, Level 1:

- Computing daily, weekly, and monthly NAVs of funds administered by Apex Fund Services. Performing Cash and Position reconciliations versus custodian and broker statements for these funds, pricing, trade processing, expense accruals and posting. Processing bank payments and wire transfers.
- Performing TA and KYC/AML tasks - New Client and Investor Onboarding, Preparation of checklists, deals processing, Issue of Contract notes and regular Investor Communications.
- Publishing NAV to Bloomberg, Morning Star and All Funds platform.
- Training and coordinating with Offshore Captive Teams to calculate daily NAVs, trouble-shooting errors and problem solving.
- Timely Preparation of quarterly, semi-annual and annual financial reports for the funds and providing appropriate audit support.
- Billing and timely collection of payments.
- Preparing and reporting FATCA CRS reports.



**SOCIETE
GENERALE**

Societe Generale Global Solutions Centre, Bangalore

Mar'14 – Sept'18

Senior Process Executive:

- Posting of entity level journal entries, monitoring and resolving cash breaks.
- Balance Sheet analysis, preparation of monthly and quarterly accounting packages in line with US and FR GAAP and IFRS 9.2. Preparation of MIS statements for review and analysis by other departments and the management. Acting as a Subject Matter Expert for hedging products and their accounting.
- Successfully transitioned the STATIC DATA MANAGEMENT process from Paris to SOCIETE GENERALE GLOBAL SOLUTION CENTRE, Bangalore as part of a four member team. In my role as a senior team member I learnt the process and supported the cross training of other team members, wherein my knowledge of the capital markets and instruments has played a key role in maintaining the quality of the static data setups and in resolving client queries.
- Worked on NAV Accounting for Societe Generale's funds domiciled in various regions like Luxembourg, France, Americas and MENA. Successfully Transitioned a set of 14 funds from Luxembourg to the GSC in Bangalore and achieved inter -team mutualisation and integration of the process with the existing Fund accounting team in Bangalore through cross-training and efficient knowledge transfer
- Taking the initiative to holding team 'whiteboard' meetings and huddles on a daily basis with a view to implement the organization's larger interests in developing a client centric service approach.
- Successfully trained a batch of 12 new joiners, who were fresh out of college, and gave them in-depth process and functional knowledge over a period of 3 weeks.



Securities and Funds Services

HCL-CITI Corp Services India Ltd

Aug' 12 – Aug'13

Senior Process Executive (Fund Accounting):

- Quality check of expense allocations/payments, cash reconciliations, position/market-value reconciliation and trade reconciliation on daily and monthly basis and daily back office operational activities. Daily reporting to stakeholders.
- Monitoring the quality assurance for all the deliverables and ensure the service level agreements are accomplished.

- Ensure all process documents are updated. Review of SOPs from time to time and training team on new developments.
- Partners connect- was responsible to drive and facilitate weekly huddles and query sessions whenever the need arose.



Northern Trust

Northern Operating Services Pvt. Ltd

Feb' 11 – Jun' 12

Process Executive (Fund Accounting):

- End to end Fund Accounting on plain vanilla funds involving Trade input, Corporate Action booking and reconciliation.
- Cash and position reconciliations.
- Daily, Monthly and Weekly NAV Calculation.
- Maintain risk and control procedures in the team.
- Verification and approving of trades booked by the analysts.
- Preparation of procedure documents for the team.
- Resolving investment manager's queries related to cash and trade settlement.
- To build a good rapport with brokers and investment managers and resolve the queries.
- Resolving the incoming queries raised by pricing team, valuation team and client servicing Group.

Key Accomplishments

- Achieved successful transition and stabilization of the Referential Static Data Management process, from Paris. Exceeded expectations of both the onshore and offshore counterparts. The team had been on occasions been referred to by onshore counterparts as the "SUPER TEAM."
- Worked from scratch during the formation of the DATA MANAGEMENT team at the SGGSC, liaising with all departments within the organization from the admin, IT and project management team in order to put the required infrastructure, asset movements and application accesses. Assisted in the seamless on-boarding of new team members into the company and team. This helped in building confidence and assisted in the success of the project in return.
- Have been part of the fun committee and have assisted in conducting fun activities and team outings for the team.
- Have always maintained a pleasant demeanor. Possess excellent interpersonal and email communication skills and am also good at maintaining relationships; this helped a lot in building confidence with our French counterparts thus assisting in the successful process transition and transformation.
- Transitioned, stabilized and assimilated the NAV process of 14 funds from Luxembourg to Bangalore the Lyxor – Master NAV process.
- Basic knowledge of French and German.
- Have constantly exceeded expectations for management & client.
- Achieved the highest score for the Risk Culture assessment.
- Earned a performance bonus for successfully completing all mandatory trainings ahead of schedule.
- Successful delivery of Quarterly Financial Reports for the funds.
- Managing the booking and issue of trade confirmations for IPOs participated by the company.

Qualifications

2010 Nottingham University Business School, Nottingham, United Kingdom:

PG Diploma In Finance and Investment, majoring in Financial Reporting & Accounting (US GAAP & FSA, regulatory reporting) Venture Capital, Corporate Financial Strategy, Quantitative and Qualitative Research Methods using tools like SPSS.

2007 Mount Carmel College, Bangalore University,

Bachelor of Commerce majoring in FINANCIAL MANAGEMENT, ACCOUNTING and STATISTICS.

References will be furnished on request