# CURRICULUM VITAE

## 

## IRFAN TAPAKEER

: 9986801484

: irfan.tapakeer@gmail.com

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| **Career objective** |

Looking forward for an opportunity in a challenging environment, where I can utilize my experience and skills in contributing effectively to the success of the organization and also for the improvement of my personal.

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| **Work Experience** |

**1. Organization – Great West Global (GWG)**

Designation : Sr Spec Conversion Part Data Setup – Empower Operations.

Duration : From June 2018 to March 2020.

Job Description: Operations Implementation (Conversion Participant Data Load)

**Responsibilities Undertaken:**

* Responsible for verification, validation & formatting the data received from the Prior Record Keeper and load them into the GWG systems per the requirement at a plan level.
* Responsible for validating & loading the Participants Fund Balances, Loans, Contributions & Distributions History & Basic Information at a plan level.
* Responsible for data conversions of Large and Mega Market segments along with the emerging market segment.
* Responsible for quality assurance to the Data loads by being a part of QC team.

**2. Organization – Mphasis Limited an HP Company**

Designation : Sr. Officer-Process Quality - I

Duration : From Oct 2011 to June 2014 and re-joined from June 2015 to June 2018.

Job Description: Project Money for Retirement Service Management (Defined Contribution).

**Define Contribution**: It is all about define the contribution of Participant and give a distribution or withdrawal to participant in various methods.

1. In-services withdrawal
2. After tax withdrawal
3. Hardship withdrawal
4. Loan origination
5. Loan offset

**Roles and Responsibilities:**

* Understanding the process and requirements of the Clients as well as of the company.
* Delivering the work to the client within the SLA period.
* Overall managing the 401(K) plans of US Clients.
* Strict adherence to non disclosure of client information by preserving client confidentiality.
* Work involved trading in share market as per participant request from their Retirement account.
* Experience in processing Termination jobs, In-service withdrawal, Hardship withdrawal, 59 & ½ withdrawal, After-tax withdrawal, Rollover withdrawal, Loan processing, RMD processing, QDRO processing, Death processing, Compliance returns, IRA Activations and Offsetting the Terminated participants Loans.
* Distribution of funds as per the eligibility criteria which involves research through various application to find out the particular plans, terms and conditions and distribute the funds accordingly.
* Completing assigned responsibilities within timelines.
* Providing high quality service to achieve maximum client Satisfaction.

**Additional Key Responsibilities:**

* Quality Control (QC).
* Preparing production report of individual associate from MIS and send it to respective authority.
* Analyzing the work flow and allocating work to the team members.
* Overall monitoring & looking into training needs of the new comers into the team.
* Providing assistance and clarification to the team in processing the task assigned.

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| **Academics** |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Course** | **Institution** | **Board/University** | **Year of Passing** | **Percentage** | | **M.B.A** (Finance &Mrktng) | Vivekananda Degree College of Management Studies, Bangalore | Bangalore University | 2011 | 63.77% | | **B.B.A** | LET college, Gokak | Karnataka University Dharwad | 2008 | 62.68% | | **P.U.C** | Govt PU College, Gokak | P.U. Board | 2005 | 74.66% | | **S. S. L. C** | NES School, Gokak | K.S.E.E.B | 2003 | 57.92% | |

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| **Accolades** |

* Recipient of the prestigious Summit Individual “**Spirit of Winning Award**”, (Best Performer Award) by Mphasis for the month of , (a) January 2013 (b) December 2016 (c) January 2018.
* Received **“Star Performer Award”** for the month December 2017.
* Received several appreciation mails for promptly working in exceptional handling queue.

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| **Key Strengths** |

* Track record of being a fast learner and hard working.
* Ability to handle the task individually & meeting the deadlines within the time frame.
* Team player, confident and goal oriented.
* Take pride in doing a good work and achieving good results.
* Work effectively in group as well as an individual.

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| **Computer Proficiency** |

* MS-Office, Tally, C programming.
* Advance Excel 2010(Pivot tables, V lookup, H lookup, Creating Macros etc.)
* Good Typing Speed (35 wpm)

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| **Personal Information** |

Name **:** Irfan S Tapakeer

Gender  **:** Male

Date of Birth  **:** 6th Nov 1987

Father’s name  **:** Shabbirahmed A Tapakeer

# Marital status : Married

Language known **:** English, Hindi and Kannada

Present / Permanent Address **:** S/o Shabbirahmed A Tapakeer

House No: 284 / 1A+2A, Mariyama Building

Yogikoll Road, 3rd Cross, Behind Blood Bank,

Tq : Gokak Dist : Belagavi

Pin: 591307

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| **Declaration** |

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date: Place: Gokak Irfan S Tapakeer