

Mecwyn Castelino

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Objective

A self-motivated and enthusiastic individual who works towards providing excellent patron services in the financial and operational functions. A hands-on, client-oriented professional who strives to consistently exceed expectations by implementing investment strategies for continuous growth of the company.

Educational Qualification's

Degree	University/Board	Year
Post Graduate Diploma in Management (Operation)	Welingkar Institute of Management Development & Research	July 2018 – in process
Bachelors in Commerce (B. Com)	St. Andrews College - Mumbai University	2014 -2017
Higher Secondary Certificate (H.S.C)	St. Andrews College	2012 – 2014
Secondary school Certificate (S.S.C)	Holy Cross Convent School	2012

Additional Qualification's and Certification's

- Office Automation
- Advance Excel & PowerPoint
- Basic Tally ERP9
- Certification in Computerized Accounting (SPA 1, SPA 2, SPA 3, SPA 4, SPA 5)

Work Experience

Bahrain International Circuit

Hotel & Transport- Assistant: October 2019 – March 2020.

As an Assistant in Hotel and Transport at Bahrain International Circuit, I am required to perform various activities such as dealing with the Travel bookings (Flight, Rental Car, Hotel Room Bookings etc.) of the concerned directors for their official visits as well as booking and maintaining proper data of the Annual travel leaves applied by the employees.

- Required to connect with the travel agencies and book the flight tickets, hotel rooms and rental cars for the concerned director, higher-level officers as well as for any staff and members related to the CEO & the Chairman.
- Deal with the Arrivals and departures of the guest & Entertainers arriving for the Events such as WEC (World Endurance Championship) and Formula one.
- Also, contacting the agencies for the travel and stay of the guests during the events (only on request).
- Maintaining proper and correct data of the bookings and filing of the tickets for future references.
- Preparing Travel Request forms and Purchase requisitions for the travel Bookings and various other cost related activities for higher-level approval and for following the policy amended by the company.

JM Financial Home Loans Ltd

Branch Coordinator - Loan Processing December 2017 – April 2019.

Key roles and responsibilities included assessing and processing a variety of transactions and ensure that the information recorded is accurate and complete within set timeframes. This includes communicating with a variety of internal and external stakeholders in an appropriate and professional way.

- Ensure relevant coordination and communication between the customer and the company was competent, satisfactory and solution oriented.
- Conduct appropriate verification procedures as specified by the company in accordance with the policies that govern the process.
- Verify the documentation that is provided by the customer to ensure all required checks and protocols are in place prior to submission.
- Ensure the validity of the statements mentioned in the documents by taking appropriate measures,
- Assess the credit standings of applicants through background research via CIBIL ratings and other sources.
- Conclude on all applicable financial and non-financial criteria and develop loan repayment plans.

- Oversee and organize all incoming and outgoing documents for example: Contract, Signature cards, Applications, etc.
- Update trackers and reports to ensure due diligence is maintained at all levels.

Hudl India

Sports Analyst: September 2017 – November 2017.

As a sports analyst at Hudl India the significance of my role was to view sports via digital media and tag various aspects of the sport. This would include detailed analysis of the overall game, the individual players, the strategies implemented in order to develop an understanding of actions that can inform decision making, optimize performance and support coaches and players in their journey towards optimal results.

- Was required to capture all the actions happening on the pitch to later tag and create video playlists of each player
- Edit, tag and evaluate individual performances for one on one sessions with players led by the management team
- Provide ad-hoc clips and tags based on specific requirements by the sports team management to analyse certain aspects of the game performance
- Provide match information through video recording that helps remove biases and provide a more objective view of what happened on a game
- Provide expert interpretation and contextualization of results, presenting findings to Agents, Executives and client teams
- Design and implement dashboard visualizations and custom reports that was specifically requested for by the team management for specific analysis
- Maintain and track required MIS for the team database in requested formats that enable teams and their management to view historical data for a trend analysis

Extracurricular Achievement's

- Nominated as Employee of the month for 2 consecutive times at JM Financial.
- Representative of Mumbai District for Football and Athletics.
- Representative of Maharashtra State for Football.
- Represented Companero Club MDFA, Central Bank Club MDFA, E.S.I.C Football Club (Mumbai District Football Association) – Elite Division.
- Participation in college dramatics.

Personal Detail's

- **Date of Birth:** 28th March 1996
- **CPR #** 960331760
- **Nationality:** Indian
- **Marital Status:** Unmarried
- **Religion:** Roman Catholic
- **Languages spoken and written:** English, Hindi, Marathi
- **Hobbies:** Sports, Acting and Dancing, Music, Creating vines on my personal page
- **Driver's License:** Valid Bahrain Driving License
- **Passport #** M7168626
- **Passport Expiry Date:** 6th April 2025.

References

Available on request

~ Mecwyn Castelino