
Mutual Fund Administrator Resume

Job Objective

Seeking Mutual Fund Administrator position with a quality organization in which to use my skills and special abilities to contribute to the growth of the organization.

Highlights of Qualifications:

- Remarkable experience in Mutual Fund processing
 - Huge knowledge of Wealth Management and managing with external dealers and fund companies
 - Steep knowledge of reviewing legal documents and Portfolio Control
 - Familiarity with MS Office, iFast and AWD Systems
 - Amazing ability to manage basic mathematical calculations
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Professional Experience:

Mutual Fund Administrator
Gemini Fund Services, LLC, Albany, NY
November 2007 – Present

- Aided as liaison to varied service providers.
- Monitored Funds' net asset values.
- Coordinated with administrator on financial accounting matters.
- Assessed Administrator prepared financial statements.
- Managed proper support documentation.
- Corresponded in Funds' financial planning meetings.

Mutual Fund Administrator
DVC Personnel, Albany, NY
December 2003 – October 2007

- Computed ad-hoc reports.
 - Monitored marketing materials and Funds' website are accurate.
 - Aided in imparting data and responses.
 - Executed monthly analysis of performance.
 - Coordinated with Funds' Distributor and Fund Administrator.
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Education:

Bachelor's Degree in Finance
Mount Holyoke College, South Hadley, MA

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