

KENNETH R. MARTINEZ

1377C Felix Huertas St. Sta.Cruz Manila

Contact #: 09568072549

E-mail Address: martinezkenneth13@yahoo.com.ph

Key Skills & Qualifications

- Trade Management; Research and analytical skills in areas of capital markets and relevant securities.
- Great ability to provide leadership, to maintain public relations
- Eagerness to learn quickly and absorb all the knowledge properly
- High level of diligence and integrity
- Multitasking and concentrating amid distractions are easily transferable to the workplace
- With passion and devotion towards tasks entrusted
- Having advance knowledge and skills in Microsoft Office applications such as excel, word, PowerPoint.

WORKING EXPERIENCE

Global Trade Repository – Senior Analyst

DTCC Manila

April 20, 2020 – Up to date

- Handling incoming client queries and calls through production client support hotline or through queue management activities in Salesforce.
- Accountable for analyzing, tracking and communicating updates and resolution to clients in a timely manner and within the query management expectations. -Ensure and maintain accurate case management information and categorization.
- Coordinating and providing appropriate response to clients by interacting with various internal teams: product management, relationship management technology and development teams
- Coordinating and distributing client notifications with relevant business and management approval to inform of system downtimes, service disruptions or proactive client outreach.
- Participating proactively in team meetings, identifying and suggesting process improvements that increase organizational efficiency and maximizes client experience. Identify training needs and facilitate training delivery.

Global Service Bureau - Senior Analyst

DTCC Manila

January 7, 2019 – April 20, 2020

- Actively manage multiple ALERT-related projects taking responsibility for meeting required turn-around time and with the highest level of accuracy
- Assess the volume and quality of the data received from clients
- Performs the data upload of Standing Settlement Instructions (SSI)
- Conducts a thorough review and analysis of the SSI of existing clients against the industry and changing market validation rules
- Prepares a Statement of Work for billable tasks
- Ensuring client satisfaction during and after the completion of each project.

SENIOR FINANCIAL ANALYST – IMS FX Trade Processing and Settlements

State Street HCL Services Philippines

October 2017 –September 2018

- Subject matter expert on the whole FX operations
- Facilitate training and development to the newly-hired and tenured employees.
- Helping onshore team in solving complex issues and as well as process improvement.

FINANCIAL ANALYST – IMS FX Trade Processing and Settlements

State Street HCL Services Philippines

July 2016 – October 2017

- Ensuring all fail foreign exchange trades settle
- Interacting with counterparties to ensure settlement of FX trades
- Communicating with brokers to ensure the CLS (Continuously-linked Settlement) trades are match to avoid settlement risk (Prematching)
- Ensuring all non-CLS trades are smoothly and properly settle on time.

EDUCATIONAL BACKGROUND

Adamson University

900 San Marcelino St. Ermita, Manila

BSBA Financial Management

(2012-2016)

CHARACTER REFERENCE

Marco Cantimbuhan

Former Manager

DTCC Manila

09175561361

Marti Flores

Manager

DTCC Manila

09985855653

KENNETH R. MARTINEZ

Applicant