

Lewis Lambert

OPERATIONS ANALYST

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EXPERIENCE

Operations Analyst

ABC Bank - NewYork, US *Jul 2019 - Present*

- Performing monthly financial accounts closure.
- Executing daily loans, bonds, and IRS transfers.
- Monitoring cash movements and reporting to Head Office on a daily basis.
- Monitoring cash pool activities.
- Assisting in the preparation of management accounts.
- Liaising with banks and partners for monthly reconciliation activities.
- Preparing quarterly operational risk mapping.

Senior Claims Officer

WellsFargo - NewYork, US *Jul 2017 - Jun 2019*

- Liaising with internal and external stakeholders in designing and developing TPP project.
- Point of contact for queries and complaints from group HR and CRM.
- Running and reporting on SLA to Management.
- Reviewing and handling clients and providers claims and advising on status and further information requests.
- Preparing quarterly cost containment reports to Team Leader.
- Identifying and implementing system enhancement ideas to maximize productivity and improve the quality of adjudication decision.

Claims Officer

WellsFargo - NewYork, US *Jun 2015 - Jun 2017*

- Processing and adjudicating claims within Allianz Clear to Zero SLA.
- Liaising with helpline in handling queries from individual customers.
- Training and mentoring of new hires.

INTERNSHIPS

Operations Intern

Legalis Legal Recruitment . London, UK *Jul 2014 - Dec 2014*

- Preparing bi weekly revenue forecast reports.
- Contacting Universities and Business schools via phone calls and email in order to have Legalis internship programs posted on their portals.
- Creating biweekly pipeline reports, which are then presented to the management team to be used in improving profitability.
- Organizing the recruitment and placement of the intern team and offering the necessary assistance to establish organizational structures.

Tax Intern

Price Water House Coopers . Chicago, US *Mar 2012 - Jul 2012*

- Conducting tax planning and tax health checks for multinational companies.
- Assisting tax consultants in executing risk management processes and reports writing on a weekly basis.
- Studying corporate structures and tax laws to obtain the least tax exposure.

EDUCATION

BBA Financial Management

New York Institute of Technology *Sep 2007 - May 2011*

Double major programs for the last study semester in International Business Affairs in exchange with Normandie Business School in France

CERTIFICATION

Accredited Product Adviser

The Insurance Institute of Chicago *Feb 2017 - Present*

SKILLS

Oracle BI Discoverer



Google Analytics



Microsoft Office



SAP



SAS Analytics



LANGUAGES

English



Greek



Arabic



Italian



ACTIVITIES

Practiced basketball professionally for over 15 years in New York.

Weekly tennis play

Represented Wells Fargo team in 2017/2018 DIAS futsal tournament.

Flyboarding