

Prabhleenkaur Sachdeva.

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Date of Birth : 04.08.1992

Sector 168, Noida

OBJECTIVE

I am currently looking for fulltime position offering a professional environment that enables me to utilize my existing learning of **OPERATION MANAGEMENT** and always looking forward with positive attitude, and confidence that I would be an integral asset for any organization.

CAREER SUMMARY

- Total experience of 6.5 years in Banking.
- Worked as a Sr. Executive (Third party payroll).
- Worked as a Sr. Executive in Weizmann Forex Ltd.
- Worked as Officer Operations in Axis Bank Ltd.
- Worked as Analyst in Bloomberg Software. (TCS Subsidiary)

PROFESSIONAL SUMMARY

Teamlease Pvt Ltd.(Axis Bank)

From 09 March 2020 to December 2021

Designation: Sr. Executive

Dept: Service Industry (International Retail Dept)

Responsible for providing foreign exchange and Axis Multi currency card services to the assigned parties

Handling Axis Bank multi-currency queries and resolve within the time frame

Handling the entire Axis Multi currency process

Reconciliation of the corporate forex transactions and managing the collection process within the credit period.

Weizmann Forex Ltd.

From 05 September 2018 to August 2019.

Designation: Sr Executive.

Treasury Team / Remittances

- ❖ Generating and preparation of dues (2X package) and maintaining the records for the same on a daily basis.
- ❖ Preparation of overnight fund transfer (ONFT) format and also checking and cross verifying of various HOT axis account statement format.
- ❖ Inter branch fund transfers and collecting of HOT dues on daily basis.
- ❖ Attending fund transfer related queries

- ❖ Maintains of branch payable and receivable
- ❖ Transfers of CTM funds to the branches on daily basis.
- ❖ Calculating the profits on a daily basis and looking after the forward contract
- ❖ Co-ordinating with banks for queries and buying currencies from Bank on a daily basis.
- ❖ Quoting rates to the branches.
- ❖ Reconciliation of deals purchased from banks.

Axis Bank Ltd.

From March 2015 to September 2018

Designation: Officer

Retail Forex and Remittance Centre:

Travel Currency Debit Card Team (Forex Cards): Operation & Reconciliation

Performs card and cash reconciliation by means of identifying, analysing and correcting transactions.

Prepare quarterly and monthly reports to RM.

Process daily reconciliation and monthly reports to determine outstanding loan of Client account

Research and reconcile payment of over 110 clients

Reconciles all payments and reversals that were missed by the RM.

Maintains relationships with the Vendors for smoothening of the payments.

Resolved reconciliation discrepancies in a timely manner

Daily prioritize workload to ensure completion by end of shift

Preparing monthly MIS Report to understand the business volume for Product Team.

Processing encashment request received PAN India basis through our Travel Card System

It consists of three types of encashment:

Corporate Encashment and FFMC encashment and NEFT Encashment

Ensuring timely payments applied in Corporates RPC account

Reconciliation of Branches Funding & Encashment account

CMC LTD (Subsidiary of TCS)

From December 2013 to February 2015

Designation: Jr. Officer

Bonds Profile

Handling SIFI (Finalization of Bonds):

- Analyzing the bonds,
- Verifying the DES of bonds from the attached documents,
- Going through the whole documents attached to the bonds

- Creating transparency in the bonds for the customers or investors,
- Tag and flag proper fields related to bonds issue and their use of proceed
- Finalization of Bonds,
- Understand and make others understand the need of finalization of bonds
- Verifying the setup of bond and co-ordinating with the SINAI team to make the needful correction,
- Maintaining the queue of available bonds in the tool.
- Also verifying Logic tool error for every security.
- Co-ordinating with the US team for any error in the security or setup.

Working with Bloomberg Software

Analysis of documents like program prospectus, prospectus, 10k

Tagging and flagging the things like purpose of issuing, nature of bonds, liabilities, etc

ACADEMIC PROFILE

Exam.	Institute	Year of Passing	Percentage
B.Com	Mumbai University	Mar-2013	60%
H.S.C.	Maharashtra Board	Feb-2010	72%
S.S.C.	Maharashtra Board	Mar-2008	67%

Declaration:

I confirm that the above mentioned information is true to the best of my knowledge and belief.

Date:

Signature: