 **CURRICULUM VITAE**

**JAINEEL**

**Email:** **JAINEEL.293389@2freemail.com**

**OBJECTIVE**

Experience in Insurance financial management process & training skills. I wish to appropriately use my proficiency as productive and profitable resource to my employer; I commit to excel through quality service and dedication.

**PROFESSIONAL SUMMARY**

* Currently working with Hsbc Bank as a Associates from 11th October 2014 - till date. ( Dubai )
* Worked with TCS as a Process Associate for U.S. Based Client Citi Bank From 3rd May 2012 till 26 th March 2014.
* Worked with Cmc Ltd (Tcs Subsidiary) as a from 16th Feb 2010 to 4th August 2011.
* Good organizer with accurate planning and problem-solving skills.
* Skills in developing interpersonal relationship and quick decision making ability.

**WORK EXPERIENCES**

* Currently working with Hsbc Bank as a Associates from 11th October 2014 - till date. ( Dubai )
* Worked with TCS as a Process Associate for U.S. Based Client Citi Bank From May 2012 till 26 March 2014.
* Worked with CMC Ltd as a (Data Analyst) For Client Safeco Insurance from

16th Feb 2010 to 4th August 2011.

**ORGANIZATIONAL EXPERIENCE & JOB PROFILE**

* Organisation : **Hsbc bank, Tata Consultancy Services, Cmc Ltd.**
* Software : Data basics, Citrix, MS-Office, Wdm, Actimize.
* Duration : 11th October 2014 - till date. ( Dubai ).
* Designation : Associate
* Work Experience : 5 Yrs.

**RULES & RESPONSIBILITIES**

**Hsbc bank**

* Working with hsbc bank from October 2014 till date.
* Scanning & Saving all the document and cheque in Hsbc systems. Retrieve document as an when required from the system.
* Processing the invoices and post dated cheque of the clients and payment been funded on the next working days.
* If any invoices are above the ISL ( invoice suspense limit ) are send for a verification of document, and it been send to the appropriate credit controller.
* On the due dates of the cheque, the cheque is sent for clearing and the funds are recovered from the clients customers accounts.
* preparing a daily reports of the invoice and cheque received on a daily basis.

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| **Tata Consultancy Services.** |

* Handling US CITI Bank Credit card accounts.
* Posting the payment to the accounts as per the fraud operating losses recovery report.
* Preparing monthly reconciliation report.
* Routing the case, account number to the agency for collection purpose.
* Meting the given targets by client within the TAT.
* Co-coordinating with team member on all queries to ensure the smooth flow of process.

**CMC LTD**

* Worked as a data Analyst for Safeco Insurance Company by providing Customized services solutions using domain Expertise and automation tools.
* Handling claim hub such as claim intimation claim settlement and settlement approval
* Cross verifying the documents as processed
* Maintaining workflow wise on calibration report.
* Delivering end to end solutions as per client requirement through email.
* Coordinating & Handling Online contest relative queries.

**Educational Qualification**

**Bachelor in Commerce**

* University of Mumbai (S.I.W.S) College of Commerce & Arts) 2009

**PERSONAL DETAILS**

Date of birth : 03rd September 1988

Marital status : Single

Competencies adaptable : Committed, confident, Honest & Hard working.

Languages known : English, Hindi & Marathi, Tamil.

Mother Tongue : Tamil

Visa Status : Residency visa.

**References : Available on request**