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**DAMIYA**

[**DAMIYA.366548@2freemail.com**](mailto:DAMIYA.366548@2freemail.com)

**Career Objective**

To seek a position to utilize my skills and abilities in a place that offers me Career Advancement and Professional Growth.

**Professional Experience**

**Emirates NBD Private Banking Oct 2015 till March 2016**

**Processing Team Member**

**Compliance Remediation project for Private Banking.**

* Account reviewing (Gap Analysis) – analyzing gaps in requirements for corporate and individual clients (these include the KYC/CDD forms, identification documents,

World-check searches) and communication with RMS to obtain the same

* Identification and categorization of high –risk accounts (pertaining to updates in compliance high risk policies and procedures)
* Coordinate with the Private banking team Relationship Managers for collection of relevant KYC docs which needs to be updated in the accounts
* FINACLE updates for the remediation documents received from RM
* Execute World Checks and Google checks of UBO’s, Signatories, POA’s and Shareholders

**Account Maintenance:**

Account Activation, Updating of Passport, Visa, and EID & Trade License, Updating of Change of Address, Contact number & Email, Adding POA , Preparing Reference Letter, Balance Confirmation letter, Good Conduct Letter, Audit Confirmation Letter & Closure Confirmation Letter upon Clients and Auditors request, Debit Card Issue, Corporate Salary Account Activation, ECB , Telephone & Fax Indemnity, Issue of Cheque Book Request, Fatca Updating

**RBS (The Royal Bank of Scotland), Chennai, India Mar 2011 - Dec2014**

**Senior Process Associate - Trade Finance Operations**

**Job Responsibilities:**

* **Letter of Credit** - Bill handling for UK customers in Imports & Exports under UCP600
* Routing **MT734, MT756, MT202** and other SWIFT messages related to **L.C**
* International Settlement
* Investigation of any enquiries encountered concerning transactions with counter parties for non-receipt of funds, duplicate payments, non-payment and resolution of such discrepancies promptly
* Issuance of Import / Export under **Trade Collection**
* **Import / Export Bills Discounts, Payments, Negotiation under Letter of credit**
* Investigating the entire products in L.C & Collections
* Managing Reports to investigate on incoming/outgoing Funds
* Provide corporate clients with the financial products e.g. LC financing
* Performing other operational activities as assigned by Head of Credit

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**Achievements**

* Secured best Outgoing student Award in HSC.
* Our team won 1st price in the Intra college competition in a Management Meet – MBA, in Business games competition under my lead.
* Secured Distinction in TSA 1- Trade Skill Assessment levels internally conducted in RBS Business Services Private Limited
* Cleared Authorizer Test in first attempt

**Computer Skills**

* MS Office , C, C++, Oracle, Tally
* Operating Systems: Windows.

**Educational Qualifications**

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| **Master of Business Administration (Finance/HR) June 2009 – April 2011** |  | |
| Sathyabama University, Tamil Nadu, India |  |  |
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| **Bachelor of Science (Physics) June 2006 – April 2009** |  |  |
| Stella Maris College, Tamil Nadu, India |  |  |
| **Higher Secondary School June 2005 – April 2006** |  |  |
| Holy Angels Matric. Hr. Secondary School, Tamil Nadu, India |  |  |

**Personal Particulars**

* Date of Birth: 14th April 1988
* Marital Status: Married
* Nationality: Indian
* Languages Known: English, Hindi(Read &Write) and Tamil
* Visa Status: Residence visa (Husband)
* References: Available upon request

**Declaration:**

I declare the above given details are true to my best care and knowledge and are subjected to verification for genuineness.