**Mrs. Swapna**

**Email :** **swapna.380171@2freemail.com**

**Objective :**

**Dedicated and knowledgeable professional seeking to establish a class environment that will shape learning and personality growth of the students.**

**Education :**

|  |  |  |  |
| --- | --- | --- | --- |
| **B.Ed** | **[Science]** | **(2003 – 2004)** | **University of Mumbai** |
| **M.Sc** | **[Analytical Chemistry]** | **(2000 – 2002)** | **Women’s University, Maharashtra.** |
| **B.Sc** | **[Chemistry]** | **(1997 – 2000)** | **University of Mumbai.** |

**Successfully completed “Application of Modern Analytical Techniques” project at Baba Atomic Research Center (BARC), Boisar, Maharashtra.**

**Experience : Overall 1.5 years of teaching experience in CBSE curriculum school, Mumbai & 4.5 years of banking experience in Dubai.**

**Institution Position Duration**

**: Atomic Energy Central School, Tarapur, Maharashtra**

**: Teacher**

**: 21-06-2004 to 30-04-2005**

**Institution Position Duration**

**: Tarapur Vidya Mandir, Maharashtra**

**: Teacher**

**: 02-01-2003 to 30-04-2003**

**Profile :**

**Organized and driven with innate ability to stay focused**

**Used effective methods of teaching and concentrating individual needs of each student Effective management of cultural and organizational diversity**

**Committed to creating a classroom environment, ie conductive to teaching and learning Good administration and organizational skills.**

**Self-motivated, hardworking and willing to learn.**

**A very good team player with excellent communication skills. Strong problem resolution abilities.**

**Multitasking in a pressured environment. Expertise in computers**

**Personal details :**

|  |  |  |
| --- | --- | --- |
| **Date of birth** | **:** | **26-05-1980** |
| **Marital status** | **:** | **Married** |
| **Nationality** | **:** | **Indian** |
| **Visa status** | **:** | **Husband’s sponsorship** |
| **Languages known :** | **English, Hindi, Malayalam & Marathi.** |

**Banking experience :**

**Bank**

**Duration**

**Department**

**Position**

**: Emirates Money (An Emirates NBD Company)**

**: 4th November 2014 to 31st March 2015**

**: Credit Administration**

**: Processor**

**Bank**

**Duration**

**Department**

**Position**

**: Emirates NBD**

**: 4th July 2012 to 7th May 2014**

**: Retail Credit**

**: Processor**

**Bank**

**Duration**

**Department**

**Position**

**: RBS (ABN AMRO)**

**: 13-08-2006 to 30-11-2008**

**: Operations**

**: Banking Assistant**

**Banking profile :**

**Customer & employment verification**

**Ensuring prompt and best customer service**

**Verify and analyze credit information, documentation provided by sales team and branches, after checking the quality of loan application.**

**Responsible for reviewing, analyzing and recommending each case to underwriter Performing exposure checks to find any liabilities such as Auto loans, Home Loans,**

**Personals Loans, Credit cards, ROL’s that customers have within the group Reviewing customers UAE bank account statements**

**Detailed customer account analysis and updating records**

**Checking for any auto debits and cheque returns in the bank statements Calculating inflows and outflows of customer’s accounts**

**Processing of inward as well as outward cheques.**

**Posting of various entries in FINACLE & SCORE accounts.**

**Encoding outward cheques using cheque mate and ICCS system.**

**Marking both inward and outward cheques returned from central bank. Balancing of the various internal accounts.**

**Back up for batch routing, communications and collections in absence of staff. Sending & receiving SWIFT messages.**

**Processing IBC cheques drawn. Well versed in ICCS system**

**Professional training:**

**Banking Management & Professional Management “E-Learning” Client Acceptance & Anti Money Laundering “CAAMAL”**