****[**240573@gulfjobseekers.com**](mailto:240573@gulfjobseekers.com)

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**Objective:**

To earn a job which provides me job Satisfaction, self development, environment of growth and excellence and help me achieve personal as well as organization goals.

**Skills, Competencies, Applications and Expertise:**

* **Banking** – International Money Transfer [EUR-GBP-CHF-USD] and Investigations related queries
  + **Human Resource** – Experience in Pre and Post **Recruitment**
  + Financial Management, Cash Management, Accountancy
  + MS-Office, Tally, Oracle FLEXCUBE, STaRs, RECON, Global Interdict, Liquidity Monitoring System
* Typewriting - Passed with Distinction
* Image editing, Banner/Flyers designing using Photoshop and other tools
* Excellent communication skills both written and verbal
* Experience in handling queries via Telephone, E-Mail.

**Work Experience Summary:**

* **Organization**: **T**ata **C**onsultancy **S**ervices Private Limited
* **Designation**: Process Associate –Funds transfer Investigator for Citibank **EMEA** Region
* **Role** : Information Processing Specialist
* **Duration** : October 2013– January 2015

**Responsibilities:**

* *Experience in Swift messaging, International Payments, Domestics Payments and CHIPS*
* *Prioritizing, Investigating and acting on various online cash transfer related queries such as Amend beneficiary, Cancellation request, Unable to apply, Beneficiary non receipt of funds.*
* *Load files as required and analyzing, finding the errors and giving appropriate solutions for that.*
* *Taking appropriate actions on all new or pending files with status zero, and review the reopened files and take appropriate actions and Escalate/follow ups via mail for relevant pending / ageing / untimely cases*
* *Interact with customers by e-mail concerning various care issues on wire transfers and with Banks through Swift message, Telex, Fed service, E-mail and phone.*
* *Complete SDN (Specially designated Nationals List) check for any amendments received*
* *Monitor worklist, CITIFT queues, O/S Sundries & Receivables item throughout the day*
* *Review and complete reporting of various MIS requirement details*
* *Ensuring all messages and process items from worklist have been cleared*

**Previous Work Experience Summary:**

* **Organization**: Tekflair Consultants Private Limited (clients are ACCENTURE, CAPEGEMINI, TCS)
* **Designation**: Associate – Talent Acquisition
* **Role** : IT & BPO Recruiter (contract-to-hire & Permanent hiring)
* **Duration** : January 2013– August 2013

**Responsibilities:**

* *Going through various job portals to search suitable candidates & screening the profiles as per client requirements*
* *Proper screening & scrutinizing of candidates as per the requirements.*
* *Lining up of the candidates for interview in company & regular follow up with candidates & client till final selection*
* *Sharing costing details of the selected candidates to the clients for costing approval*
* *Initiating the joining formalities such as Database check and Background check for the candidates.*
* *After the green status for the candidates, making them to join within the given span of time*
* *Maintaining a healthy relationship with the candidates and building a strong database for future reference*

**Achievements, Awards & Recognitions:**

|  |  |  |
| --- | --- | --- |
|  | **TCS** | **Tekflair** |
| **AWARDS** | **On the Spot award** (20-Jan-2014) | **Best young performer** of the Month award (2013) |
| **REWARDS** | **300 Gems** for significantly contributing to team initiatives | **Cash cheque** ( worth 20% of my monthly Pay) |
| **INITIATIVE** | Was a part of **KYP** initiative of the business unit | NA |
| **ACHIEVEMENTS** | NA | Got a place in the Tekflair Wall-of-Fame |

**Education Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Category** | **Qualification** | **Subject** | **% / GPA** |
| Post-Graduation | **MBA** | HR & Finance | 74. 66 % |
| Under-Graduation | **B.Sc** - ISM | Accounting, Management & Systems | 70. 29 % |
| HSC | **XII** | Accounts, Commerce &Computer Science | 79. 18 % |
| MATRIC | **X** | Physics, Maths, Chemistry | 65 % |

**Academic Project Summary:**

* MBA - Project in A.R.S Metals Ltd, Chennai [Title: ***Work-Life Conflicts***]
* MBA - Project in Reliance Communications, Chennai [Title: ***Grievance Handling Mechanism***]
* B.Sc. - Project in Robert Bosch Drives India, Chennai [Title: ***Corporate Social Responsibility***]