

**SHILPA**

 **United Arab Emirates**



CAREER OBJECTIVE

To obtain a position that will allow me to utilize my skills, experience and willingness to learn in making an organization successful.



SKILLS

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 Team Work

 Time Management

•Account management

• Efficient transaction processing



PROFESSIONAL WORK HISTORY

**Associate-Account & Wealth Services** **May’19-April’20**

**BANK in UAE** **Abu Dhabi, U.A.E.**

* Opening of corporate bank accounts.
* Verifying all the documents submitted like Customer Information Form/Account Opening Form, Trade Licenses, Memorandum of Association (MOA), CRS, FATCA etc., are accurate and pertaining to the customer.
* Create unique identifier known as Customer ID’s once the customer is on-boarded using WMS, Oracle FCUBS – Customer Database, App Zone and ensure that the data entered is correct and pertaining to the said customer.
* Working closely with compliance team to ensure that the on- boarding process of new clients complies with applicable laws, regulations and rules
* Working on Customer Maintenance requests coming to us through an SR request logged in ITQAN –Service Request tracking system by Relationship Managers’ like updating Title, Trade License, Operating Instructions, Partners Change, Contact Details, CRS, FATCA, etc.,
* Ensuring that the work assigned is completed within the agreed TAT and SLA and ensuring that the quality standards are met.

**Vehicle Support Officer** **Nov’16- Dec’17**

**MEFCO HSBC BANK** **Dubai, U.A.E.**

* Perform maintenance, all type of transaction postings related to auto loan, debiting processing fee from customer account, process dealer payments through HUB/ SLS / HFE and to ensure that instructions are processed as per the service levels.
* Deal with customer complaints/ queries received from both internal and external customers via Outlook
* Knowledge of archiving of files and document.
* Provide a high quality service to both internal and external customers, in line with business procedure and compliance guidelines.

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**Asst. Accountant/ Customer Service Sep’15-July’16 LAZIQIA FIBER GLASS CO. L.L.C Ajman, U.A.E.**

* Communicates with suppliers, clients, or any other persons in order to give or obtain information related to area of activities.
* Calculates, prepares and records disbursements and completes required documents. Performs cashier functions. Collects cash received in areas of the unit.

**Electronics Engineer** **June’14 - May’15**

**BHARAT SALES CORPORATION** **New Delhi, India**

* Develop, test and supervise the manufacture of electronic equipment
* Assembling, Moulding & testing of parts.
* Producing test plans and system verification



ACADEM IC QUALIF ICATIONS

 **B.E. ECE (Bachelor of Engineering in Electronics & Communication)** From Anna

University, Chennai in 2014

* **12**thFrom CBSE Board in 2010
* **10**thFrom CBSE Board in 2008



Technical Exposure

* Office Suites: Microsoft Office, MS Outlook.
* Software Known: MATLAB, Tally ERP 9.
* Languages: Turbo C/C++.



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| Personal Details |  |  |
| Sex | : | Female |
| Date of Birth | : | 23rd.March 1992 |
| Marital status | : | Single |
| Nationality | : | Indian |
| Visa Status | : | Sponsorship Visa |
| Driving License | : | UAE-Automatic  |
| Languages | : | English, Hindi, Malayalam & Tamil |
| Personal Contact : shilpa-398443@2freemail.com Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09> |  |  |



Declaration

I, hereby declare that all the above information is true and correct to the best of my knowledge and belief and will make it my earnest endeavor to discharge competently and sincerely the duties you may be pleased to entrust with me.

Place:

Date:

Yours Sincerely

SHILPA