

Sudhasree Swain Senior Process Associate in Global Trade Operations
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Career Objective

“To acquire a position that will allow me the opportunity to bring my skills to perform and help me enhance my knowledge.”

Technical Skills

- Programming Languages : HTML, CSS, Java Script, Office Suite
- Letter of Credit & Documentary Collection with knowledge of UCP600, ISBP, URC522, URR725, INCOTERMS 2010, ISP98.
- Process Knowledge: MT202, MT103, Transfer Payments, Advance Payments, Discounts, Reimbursements Claims, Swift Messages.

Work Experience 4.5 yrs

Tata Consultancy Services, Spencer Plaza	Nov 2013-Nov 2014
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Role

Senior Process Associate in Global Trade Operations

Responsibilities

Handling transactions of LC Payments Process for Imports & Exports

Creating Remittance letter to banks.

Handling of Swift messages

Royal Bank Scotland, Olympia	May 2010 to Oct 2013
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Role

Operational Analyst in Global Trade Operations

Responsibilities

Handling transactions of LC Payments Process for Imports & Exports

Handling transactions of Collection Issuance for Imports & Exports

Handling of Swift messages

Achievements

- Cleared ATF level 1 & 2 in TCS.
- Cleared TSA level 1 & 2 in RBS.
- Scored 500 in GMAT & 93 in TOEFL

Educational Qualification

Course	Institution	Year of passing	% Secured
PGDM (Finance & Operations)	Park Global School of Business Excellence, Chennai	2008-2010	87.5
B.E. (Civil Engineering)	Pondicherry Engineering College, Puducherry	2003-2007	72.4
12 th (HSS)	Amalorpavam, Puducherry	2003	89.3
10 th (CBSE)	Kendriya Vidyalaya No.1, Puducherry	2001	66

Personal Details

Name	Sudhasree swain
Sex	Female
Marital Status	Married
Date of Birth	15-05-1986
Languages Known	English, Hindi, Tamil & Oriya
Hobbies	Music and Browsing
Personal traits	Hardworking & Self-motivated
Email ID	ssree2218@gmail.com

Declaration

I hereby declare that the above given information is true to the best of my knowledge.

Place :
Date :

Signature
(SUDHASREE SWAIN)