

**JAVED MUMAN**

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**OBJECTIVE**

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- To seek a challenging and growth oriented position in a progressive company where my skills can be effectively utilized to attain the organisation goal.

**PROFESSIONAL PROFILE**

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- Current assignment: Handling Trade Finance transactions of large corporate, mid corporate and SME clients
- Value Proposition: Leadership skills with domain expertise in services and process improvement
- Conversant with guidelines of UCP 600, URC 522, URDG 758, ISP98, FEMA and RBI.
- A keen analyst with exceptional relationship management skills and abilities in liaising with Banks, Financial Institutions and other external agencies.

**EMPLOYMENT SCAN**

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**ICICI Bank Limited, India - Oct' 11 – Till date****Apr' 2018 till date – Team leader (Trade - Operations) – Transaction Banking Group (TxB)**

- Ensuring a superior level of customer service with prompt and seamless processing of client transaction requests
- Lead the Operations / Service Team of 13 officials of Trade and General Banking operations
- Ensure all customer service requests are put in process immediately on receipt and ensuring branch scrutiny of documents within an hour
- Emphasis on operational excellence by "Doing it right the first time"- reducing errors in branch scrutiny & minimizing to & fro document movement from branch.
- Overseeing the transaction put through by team to ensure the transaction are processed within prescribed timelines.
- Liaising with product and compliance team for product related queries and attending audit queries
- Responsible for reporting of regulatory reports and liaison with regional RBI office regarding the same.
- Ensuring that the team meets the EOD deadlines and cut-offs for routing transaction processing.
- Maintaining the turnover ratio and staff productivity as per managements prescribed limits
- Ensuring regulatory and procedural compliance, service excellence to enhance portfolio, control retention and Branch Audit Score
- Ensuring all regulatory notices from tax and commercial department are accurately reverted in accordance to the sections

**Oct' 2011 to Mar' 2018: Customer Service Manager – Trade Finance**

- Interacting with corporate, mid corporate and SME clients and advising on the suitability of service for their trade transactions especially key clients including L&T Group Companies, Arcelor Mittal Nippon Steel Ltd. (FKA Essar Steel Ltd.), KRIBHCO, Atul Ltd. etc.
- Liaising with banks for monitoring cost of fee based services and ensuring charge at agreed rates; interfacing with commercial and finance departments on all aspects relating to imports. Ensuring adequate funding in relevant accounts on due dates.
- Authorizing the entries by checking document provided by the remitter and inputted by maker with proper amount which is requested by remitter with the rate given by taggers and entry passed by him.
- Reviewing the correct debit of remitter account with commission, inward remittances, FIRC (Foreign Inward Remittance Certificate).
- Scrutiny and Processing of all Trade related transactions.

-Import Transactions: -Handling Import LC issuance/amendment/Cancellation/Advising, Buyers credit and Suppliers Credit, Delivery Order, Handling Import Bills under LC & Collection, Direct Import Bill, Advance Import Bill, Clean Outward remittance.

-Export Transactions: - Handling Export bills under LC and collection, Pre and post shipment finance, Export bill negotiation under LC and collection with and without recourse, Issuance of FIRC.  
 -Inland Transactions: -Handling Inland LC issuance/amendment/Cancellation/Advising, Inland bill discounting under LC and collection, Inward/Outward bills under LC and collection.  
 -Bank Guarantees: - Handling Domestic and foreign Bank Guarantee (Both swift and paper BG) Issuance/amendment/invocation/Cancellation, Inward Bank Guarantee inland and foreign.  
 -Inward remittances: - Handling all inward remittances.

- Liaisoning with internal as well as external auditors
- Ensuring that the team meets the EOD deadlines and cut-off for routing transaction processing.
- Proficient in applying leadership skill. Ensuring to Improve and achieve end to end TAT(Turnaround Time) of Trade Transactions above 98%.Ensure in achieving STP(Straight Through Processing) ratio between 98% to 100%.
- Liaisoning with central Processing team for smoothen processing of the transactions and dealing with business group for the transaction based solution.
- Involvement in Various Reporting to RBI related to XOS, BEF reporting and regular follow up with the client for pending export bill/ Bill of entries.

## ACADEMIC QUALIFICATIONS

Name of Degree	Name of Institute	Name of Board/ University	Grade/Class /Percentage	Year
PGDBO (Post Graduate Diploma In Banking Operations)	IFBI (Institute of Finance Banking and Insurance)	NIIT	80.00%	Sep/Oct-2011
DBM (Diploma In Business Management)	ICFAI	ICFAI	55.00%	Nov-2010
Bachelor of Business Administration	V.M. Patel collegege of Management Studies.	Ganpat University	65.00%	Mar/April-2009
Higher Secondary	S.B.V.School, Danta	G.S.H.E.B	78.86%	Mar/April-2006
Secondary	S.B.V.School, Danta	G.S.H.E.B	63.71%	Mar/April-2004

## PERSONAL DETAILS

Name : Javed Muman  
 Sex : Male  
 Date of birth : July 31, 1987  
 Nationality : Indian  
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