

# **FELIX ANTONY RAJ.T**



**Nadu street,  
Madappuram,  
Deevambalpuram (po),  
Thiruthuraipoondi,  
Thiruvarur (Dt).  
Pin - 614 715.**

**E-mail: felixkanna.fk@gmail.com  
Mobile: 9791511433**

## **OBJECTIVE**

To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

## **PROFESSIONAL SNAPSHOT**

- Adept performing banking operation effectively and efficiently with various products.
- Gathered knowledge about the operations of trade products followed in the organization.
- Demonstrated business acumen in managing the operations effectively and achieving higher rate of organic growth.

## **CAREER SNAPSHOT**

- In depth knowledge of Document scrutiny, exception resolution, Incoterms and banking guidelines
- Provided good customer service and handled customer queries effectively.
- Ability to analyse and interpret financial trends, with a combination of training experience and logical thinking to get the right solutions.
- Comply with group sanctions preventing policy and procedure to the extent applicable and reporting all suspicious transactions to the line manager.
- To take necessary test and training as per group and company requirements.
- Team player with strong analytical and leadership skills.

## **PRODUCT EXPERIENCE**

Period : June 2017 to Present  
Employer : Tata Consultancy Services Ltd, Chennai.  
Client Name : Citi Bank  
Role : Process Associative

- Experienced in open account trade (Doc-warehousing) & advanced payment in INDIA TRADE.
- Expertise in scrutinizing the import documents.
- Strong knowledge on RBI Regulatory requirements with respect to trade products.

## **IDPMS – Import Data Processing and Monitoring System**

- End to end settlement has to be prepared for the outstanding bill of entry.
- Separate closures will be identify and provided for miscellaneous charges which are not part of BOE settlements.

## **KEY RESPONSIBILITIES**

- Appreciated for quick learning of other products in the team with short period & handled the transactions with great speed and accuracy.
- Develop back up and contingency plans.
- Update manager on process performance and critical people issues.
- Upholding the values of the group and company at all times.
- Compliance with all applicable rules/regulations and company and group policies.
- To enthusiastically participate in the quality initiatives of the organization and achieve expected results in the work place.

## **EDUCATIONAL PROFILE**

**2015            B.A., (English)**

**In Annai Velankkanni Arts and Science College,**

**Thanjavur.**

**Bharadhidasan University and secured an aggregate of 76 %**

**2012      HSC**

In **St.Xavier's Hr.Sec.school**, Neermulai.

State Board and secured an aggregate of 67.5 %

**2010      SSLC**

In **St.John De Britto high school**, Pallankoil.

State Board and secured an aggregate of 51 %

#### **ADDITIONAL COURSES**

- MS Office

#### **POSITIVE TRAITS**

- Self-confidence
- Leadership Quality
- Positive approach
- Optimistic thought
- Ability to work team as well as individual.

#### **PERSONAL INFORMATION**

- Date of Birth : 15.05.1994
- Gender : Male
- Father's Name : Thomas
- Mother Tongue : Tamil
- Nationality : Indian
- Marital Status : Single
- Languages Known : Tamil and English

#### **LEISURE INTERESTS**

- Listening to music.
- Playing key board.
- Internet Browsing .

***DECLARATION***

I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

PLACE :

DATE :

**(FELIX ANTONY RAJ.T)**