

FELIX ANTONY RAJ.T



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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 Velankanni 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)