

**Shamila Kashif Khan**  
**Assistant Manager, Axis Bank Ltd.**

sdshamur69@gmail.com | +91 8375959315

Work Experience: 34 Months

### Career Objective

Achieve Senior Managerial position in Transaction Banking and associated domains. Add value to self, the organization and the banking/finance industry.

### Professional Synopsis

- A dynamic professional with almost 3 years' experience as an Assistant Manager in Transaction Banking and Forex Operations
- Experience in Trade Finance
- Experience in Retail Forex, Rate Booking
- Experience in Bank Guarantee Handling
- Letter of Credit, Export/Import Documents
- CMS Entries Management
- EDPMS & IDPMS handling

### Total Work Experience

**34 months**

Current organization: **Axis Bank Ltd.**

Role: **Trade CSO**

Vertical/Division: **Transaction Banking/Forex**

Duration: **34 Months**

Location: **Lucknow and Noida**

### Roles, Responsibilities & Experience:

- Export- Lodgment, Acceptance and Bill Discounting
- Import- Lodgment, Acceptance and Bill Realization
- Bank Guarantee- Issuance, Amendment, Closure
- Letter of Credit
- Handling EDPMS
- Handling IDPMS
- Swift Handling- Messages, MT103 | MT700 | MT199
- Remittances- Retail Inward Remittances and Trade Inward Remittance
- Outward Remittances- Advance Remittance against Import Bills, Foreign Bill Payment, Trade Outward Remittances & Retail Outward Remittances
- Ensuring high quality of service to the Customer related FOREX Transactions and other banking queries
- Ensure compliance with internal and external guidelines
- Ensure validity and completeness of transactions proceed for achieving greater efficiency in workflow
- Ensure transactions are put through in desired timeframes to avoid loss in exchange rate fluctuations, and timely execution of IMPORT and EXPORT documents
- Controlled FOREX and Inland Trading Operations such as Letter of Credit, Negotiating LC BILLS, Discounting and Negotiation of EXPORT BILLS
- Submit Control Return on the bills discounted and Bank Guarantee issued for Non-Credit clients
- Ensure compliance monitoring is in place, including processes for the management of operational risk, in accordance with company and regulatory standards
- Responsible for Foreign Exchange Transactions, dealing with both personal and business customers
- Booked and Managed Rates with FX dealers and used said rates to facilitate higher value FX transfers at client's request

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**Academic Qualification**

Year of Passing	Degree	Specialization	Institute
2018	PGDBS	Banking Services	Amity University Noida
2016	B.Tech	Electronics and Communications	Amity University Noida

**Banking Projects & Internships**

- **Internship at Axis Bank Ltd, NOIDA AXIS HOUSE -2018**
  - o Handled all types of Retail Forex transactions (Inward Remittance, Outward Remittance, Foreign currency cheques)
  - o Handled Foreign Travel currency card transactions, provided industry best services, maintained strong customer relationships
  - o Performed work within specified TAT
- **Trainee in Axis Bank Young Bankers Programme at Amity University, Noida -2017**
  - o Banking basics, Business Communication, Managerial Economics and Accounting General Management
  - o Banking and Allied services, Advanced Business Communication, Receipts, Payments system and Lending
  - o Financial planning, Foreign Exchange, Credit Risk Management and Retail Banking

**Core Competencies**

- Finacle Experience
- Profunds
- Forex
- Fx-Deal for Rate Booking
- IDPMS
- EDPMS
- MS Office
- MS Excel
- MS PowerPoint

**Certifications**

- Certified NISM-Series-V-A: Mutual Fund Distributors Certificate Examination under the SEBI
- Certified NISM-Series-VI: Depository Operations Certificate Examination under the SEBI

**Extracurricular activities**

- Awarded with Achiever's Award for Best Organizing skills at Amity university 2018
- Participated in Dhan Ki Baat, telecasted at Zee News under the discussion of Personal Loans
- Participated and Volunteered in Banking Conclave on New Horizons in regards of MSME, Risk Management and Digital Banking at Amity University in 2018
- Participated in Military Training Camp at Amity Manesar in 2018
- Participated as a coordinator in ICSP (Integrated circuits and signal processing) 2014
- Presented a poster on GYRO-SENSORS in ICSP (Integrated circuits and signal processing) 2014
- Member, Jagriti club, a social initiative by students at Amity university

