

Mansi Soni

Ph. - +91-9950471477, E-Mail: mansisoni09@gmail.com

Career Objective

To make a sound position in the corporate world and work enthusiastically in team to achieve the goal of the organization with devotion and utilize my expert analytical and financial skills towards the development of the organization.

Professional with an experience of 7+ years in Outward Remittance, Swift Payments, Embargo filtering, Transaction Monitoring, Investment Banking, and General Management.

Core Competencies

- Good learner
- Teamwork
- Motivated
- Self-belief
- Hardworking
- Leadership skills
- Keen observer
- Positive Attitude

Work Experience

Total Exp. 7.1 Years

WNS Global Services Private Limited

July'20 to Present

Working as **Lead Associate**

Role-

- Handling Outward Remittance for FAB (First Abu Dhabi Bank).
- Knowledge of electronic and manual payment processing.
- Knowledge of Swift messages, MT101, MT103, MT202, and Trade Messages.
- Knowledge of different online channels and applications like Nafura, NEST, BPMS, Swift.
- Repairing, routing and processing different payments for different regions.
- Actively handling Clients instructions (Overseas as well as Indians).
- Taken training sessions for new joiners.
- Refresher trainings every quarter for team members, risk and quality team followed by assessments.
- Handling documentation of SOP, process documents, procedural documents.

Deutsche Bank Operations International (DBOI)

Working as **Business Analyst**

October '16 to July'20 (3.9 Years)

Role-

- Responsible for ensuring that all the transactions and messages (SWIFT and Domestic Payments) are filtered against embargo sanctions to safeguard the interests of stakeholders
- Responsible for screening SWIFT and Non-Swift transactions, e.g. MT103, MT202, Securities, trade and TF3 messages.
- Review and releasing the transactions as per the Regulators / Government Bodies policies
- Repairing and route national and international SWIFT payments.
- Knowledge of both electronic and manual payment processing.
- Knowledge of the different applications used to process messages of different regions.
- Highly responsible to protect bank from financial and reputational losses.
- Do comprehensive checks of archival system and handled regular calls with respective teams and onshore regarding issues.
- Actively participated in Team Activities viz. training sessions, initiating huddles, Prepare Dashboards for monthly updates.
- Ensure adherence to all cut-off times as per regulatory requirements.
- Identify good guys to reduce the number of false matches for manual filtering.
- Upload latest list of risk entities from different regulators of various countries into the system.
- Provide KYC data to the Risk Governance Team for the completion of their regional dashboard.

- Worked 6 months with audit team.
 - Processing Audit request for confirming outstanding positions for audit date as requested by Client & Auditor.
 - Confirming client's products, Balances & statement which they have with Deutsche bank.

Nisha Sethi & Associates

Jan'16 to Sep'16 (10 Months)

Worked as **Compliance Associate**

Role-

- Preparation of Annual Report - Notice, Director Report, Annual Return, Corporate Governance Report, Management Discussion & Analysis as per Companies Act 2013 & Listing Agreement
- Preparation of various e-forms, Filing forms on MCA site
- Conducted Annual General Meeting & Board Meetings of Group Companies.
- Preparation and submission of Quarterly, Half Yearly and Yearly Compliances with BSE.
- Migration of company from SME platform to BSE India platform
- Drafting Notices and Agenda, Minutes and Resolution for Board Meeting and related compliances under the status.

DD Agarwal & Associates (CS, CA Firm)

Aug'14 to Aug'15(1

Year)

Worked as **CS Assistant**

Role-

- Worked as per Companies Act, 1956 - Incorporation, Strike Off, Preparing Minutes,
- Preparation of Search Reports for Banks, Creation & Modification of Charge.
- Handled ROC related matters, Client interaction for corporate law advice etc.

Professional Education & Qualifications

Examination	Board/University	Year	Percentage
Company Secretary	ICSI	2014	51.82%
M.COM. (Business Policy & Corporate Governance)	IGNOU	2014	60.00%
B.COM.	Maharani College, Jaipur	2011	63.35%
Senior Secondary	Seedling Public School, Jaipur (CBSE)	2008	81.75%
Higher Secondary	Seedling Public School, Jaipur (CBSE)	2006	74.50%

Training

- **Management Skills Orientation Programme (MSOP), Mumbai** (15 days)
Residential Training Programme from CCGRT, Mumbai

Achievements & Extra-Curricular Activities

- I was awarded Best employee of the month in the year 2020 and 2022 in WNS Global services.
- I was awarded Best employee for the year 2021 and received R&R for my performance in WNS.
- I was awarded Best employee of the month in the year 2019 in Deutsche Bank.
- I was awarded Reward & Recognition in the year 2019 in Deutsche Bank.
- Completion of Business Accountant (CBA) from "Indian Institute of Job-Oriented Training" (IIJT) affiliated from Cambridge University of U.K. in year 2010.
- Certificate Holder of Second Rank in Jaipur in Foundation programme of ICWAI, Jaipur

- Certificate Holder of Certificates in Singing Competitions in school.
- Played Handball, Badminton, throw ball and represented school in competitions.

Personal Details

Date of Birth	06 th April 1990
Father's name	Mr. kishan Gopal Soni
Permanent Address	3-Dha-26, Ratan Dugarh Marg, Jawahar Nagar, Jaipur-302004 (Raj.)
Marital Status	Married
Gender	Female
CS Membership No.	A42109

References: To be provided as & when asked for.