RESUME

R.JEEVITHA Mobile No :9176865435

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Mugalivakam

Chennai-600 125

**CAREER OBJECTIVE :**

To work with an organization that gives me scope to utilize and improve my professional skills and

to be a part of a team that dynamically works towards the progressive growth of the organization.

**Professional Experience :**

* Working as **Specialist** from Nov’ 2020 to till date in **HCL Technologies** , Chennai
* Worked as **Senior Analyst** from Jan’ 2015 to Aug’ 2019 in **Wipro Ltd** , Chennai

**Work profile :**

**Company : HCL Technologies**

**Client : State street**

**Role & Responsibilities:**

* Handling 14 funds in FX team
* Dealing with loans and trade for FX cuerrency
* Review the emails flow and ensuring the action and response sent on time.
* Raising wires and mnemonic for funding to Borrower
* Ensuring supporting Documents are provided on time for audits and maintaining the acuuracy.
* Processing trades and interest for the client
* Reconcilation of cash and investigation of same if any mismatch.
* Concentrating on timely release of funds based on the client request.

**Company : Wipro Ltd Chennai**

**Client : Citigroup Loans Incorporate**

**Role & Responsibilities:**

**ORIGINATIONNAM/CANADA Loan Operations**

* Handling a portfolio of 120 Facilities in Canada.
* Dealing syndicated lonas,Banker’s acceptance & borrower deals in Canada.
* Approving the daily BAU and assigning the work.
* Review the emails flow and ensuring the action and response sent on time.
* Raising wires and mnemonic for funding to Borrower /Agent.
* Ensuring supporting Documents are provided on time for audits and maintaining the acuuracy.
* We act as an borrower and agent.
* Reconcilation of cash and investigation of same if any mismatch.
* Concentrating on timely release of funds based on the client request.
* To ensure all transactions are accurately processed in accordance with customer’s instructions.
* Checking the credit limit of the clients based on the collateral availability maintained by them.
* Approving transaction on loans

Borrowing,Renewal,conversion& consolidation.

* Resolving Issues on

Past dues and resolving cash breaks.

* Processing/Approving Fee transaction

Fee and Interest liquidation.

* Develop consistency across reports and develop meaningful dashboard and publish team.
* Evaluate and improve information process.

**PROCESS IMPROVEMENT:**

* For automation in roudinng rule is LS side for bilateral portofolio

**REWARDS AND RECONGNITIONS:**

* Won the **“star of the week**” award for multiple times in given portfolio
* Appreciation and Rewards by clients & Management.
* Got **“Star of the Quarter”** Award for the best performance during 2016

**ACADEMIC DETAILS:**

* MBA Finance &H.R in MeenakshiSundarajan School Of Management (2014)
* B.com [Banking Management] in Meenakshi College for Women (2012)
* 12th Std in Vidoyadaya Girls Higher Secondary School (2009)
* 10th Std in vidoyadaya Girls Higher Secondary School (2007)

**PROJECT DETAILS:**

* **Summer Project**

Company Name : Polaris Financial Technologies Pvt.Ltd

Project title : A Study on Training and Development

* **Main Project**

Company Name :IndusInd Bank Pvt.Ltd

Project title :A Study onNon-Performing Assets at IndusInd Bank

**ACHIVEMENTS:**

* Been a part of School Throw Ball Team and Won Prizes
* Participated in School Running Race and Won Prizes

**EXTRA CIRRCULAR ACTIVITIES :**

* Listening to Music
* Reading Books

# PERSONAL DETAILS:

# Name : R.JEEVITHA

**Date of Birth :** 18.9.1991

# Marital Status : Married

**Languages known :** English &Tamil

**DECALARTION:**

I hereby declare that the abovefurnished information is true to the best of my knowledge

and belief.

Place : Chennai

Date: (**R.JEEVITHA)**