

## Curriculum vitae



### PERSONAL DETAILS:

<b>Name</b>	Magdalena Węgrowka
<b>Date of birth</b>	31.05.1985
<b>Place of birth</b>	Wrocław, Poland
<b>Telephone</b>	<b>99 606585</b>
<b>e-mail</b>	<b>Wegrowska.Magdalena@gmail.com</b>

### EDUCATION:

2010 – 2012	Nova, Educational Centre, Technician of Accountancy
2004 – 2009	University of Wrocław, Cultural Studies
2000 – 2004	High School no. 10 in Wrocław (German Philology)

### PROFESSIONAL EXPERIENCE:

<b>19.08.2019- current position</b>	<b>Curmi and Partners, Ta'xbiex, Malta Middle office</b>
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Main responsibilities:

- trade booking on the clients portfolio accounts
- transfer in and transfer out of securities
- re-inputting orders in the system
- resolving internal queries and external with Custodian
- setting up the securities in the system
- preparing dummy Contract notes for the local trades
- preparing reports for the clients

**01.12.2015- 31.07.2019**

**Cash and Liquidity Specialist in Liquidity  
Management team, UBS Poland**

Main responsibilities:

- taking part in process implementation in Poland (preparing documentation, trainings in Zurich)
- supervising message flows (SWIFT messages)
- calculations of balances for EMEA currencies
- preparing reports for management in Switzerland; preparing cash reconciliations
- analyzing and processing of critical payments in the area of liquidity management
- systems testing (preparing testings and taking part in the conference calls)
- handling of internal and external claims
- co-operation with other departments
- providing support for managers and colleagues

**01.08.2013- 30.11.2015**

**Banking Operations Specialist- Credit Suisse,  
Settlement team, Poland**

Main responsibilities:

- handling incoming and outgoing SWIFT messages, transfers of securities (bonds, equities, funds and hedge funds);
- implementation of instructions agreed by the counterparties in order to book securities
- monitoring of released instructions on the market (using Fundsettle, Clearstream, SIX SIS systems, other banking applications)
- resolving mismatches within the pre-and post-settlements, other clarifications with international banks, Custodians and various team in Credit Suisse like Front Support, Corporate actions, Hedge fund specialists
- handling with lists of exceptions and overdue transfers
- taking part in implementation settlement process in Poland

**21.06.2010 – 31.07.2013**

**Senior Banking Advisor in Geoban – UK**

## **Operations Centre of Santander Bank**

### **Main responsibilities:**

- preparing reports concerning mortgages which should be repayed
- informing clients about fees, installments
- sending letters to the clients
- preparation of the process maps after process implementation
- co-operation with trainers from England and colleagues

**04.08.2008 - 19.09.2009**

### **Customer Assistant in a branch of Millenium Bank**

### **Main responsibilities:**

- cash service, cash transfers between banks
- active selling of banking products (credit cards, savings banking products)

### **QUALITIES:**

Banking Teller Course

Knowledge of computer programmes: Windows, MS Office

### **LANGUAGES:**

English – fluent

German – intermediate

Italian – basic

Polish- Native

### **HOBBY AND INTERESTS:**

Exotic art, foreign languages, fitness, travelling

