

SHIVALI PADAWE

Address : 104/Sai Maya building, Phool Pada Road, Virar (East) – 401 305
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CAREER OBJECTIVE:

To create and explore newer pathways and technologies in the times ahead by way of which learn, leverage it for the betterment and success of the organization.

ACADEMIC INFORMATION:

Course	Board / University	Institution	Percentage	From - to
B.Com	Mumbai University	VIVA College, Virar(W)	(55%)	2015-16
H.S.C	Maharashtra State Board	VIVA College, Virar(W)	(47%)	2012-13
S.S.C	Maharashtra State Board	Utkarsha Vidyalaya, Virar (W)	(65.60%)	2010-11

TECHNICAL SKILLS:

- MS Office
- TCS System
- Tally ERP 9.0

WORK EXPERIENCE:

**Third party contract (ABU DHABI
COMMERCIAL BANK LTD)**
Team : PAYMENT OPERATION UNIT
Location : Churchgate, Mumbai
Duration : 05-Jun-2017 To 18-Jan-2019

- Processing RTGS & NEFT Payment in TCS System.
- Segregating Vostro Payment MT103 Messages and Processing through RTGS or NEFT
- Sending MT199 for Vostro Return
- RTGS & NEFT Reconciliation End to End.
- Manual Creation of R41 & R42 message in NG_RTGS.
- Processing ACH Dr & Cr.
- Daily basis GL Balancing in Tracker.
- Making FIRC (Foreign inward remittance certificate),
- Processing Tax Payment & Demand Draft as per customer request.

CERTIFICATIONS:

- Passed MS-CIT and Tally ERP 9.0

KEY SKILLS:

- Hard worker and willingness to learn something new.
- Believes in punctuality and perfection.
- Ability to complete work in pressurized environment.
- Never give up attitude.

OTHER INFORMATION

- Nationality: Indian
- Languages Known: English, Hindi, Marathi
- Date of Birth: 25-Jul-1995
- Hobbies: Listening music, Watching Tv