

OBJECTIVE

To secure a creative challenging position with professionally managed group. This will utilize my theoretical experience planning and provide opportunity for professional and personal growth.

WORK EXPERIENCE

BA Continuum India Pvt Ltd - Senior Team Member

(Sep 2014 - Jun 2019)

- Trade Finance Payment Settlements - Open Account Issuance and Amendments
- Check documents as per AML, Compliance and KYC in view.
- Provide training to new joiner, supervise them to make reports and help them in processing.
- Prevention and detection of possible fraud and other risks, related to AML.
- Understanding of ICC guidelines like UCP600, ISBP, INCOTERMS 2010, knowledge of International Trade principles and Practices.
- Verify terms of credit, such as amount, insurance coverage, and shipping conditions to determine compliance with established standards.
- Preparation and maintenance of management reports, and analysis.

Shoppers Stop Ltd. - Sales Associate

(May 2012 - Oct 2012)

- Responsible for target Achievements.
- Greeting & attending customers.
- Listening and resolving customer queries.
- Make sure the section should be neat & clean at all times.
- Maintaining Inventory, Stock receiving
- Ensure to do global counts on regular basis.

EDUCATIONAL QUALIFICATION

- BBA in HR from Times Business School New Delhi (G J University) in HR in Year 2011.
- 12th from Jharkhand Board of Schooling Education, Jharkhand in year 2007.
- 10th from C.B.S.E. Board Bihar in year 2004.

COMPUTER PROFICIENCY

- Basic Knowledge of MS Office and Internet.

SKILLS/STRENGTHS

- Adaptable to the changes in my surrounding.
- Experience of working in groups has increased my capability of team work
- Optimistic and Determined.

PERSONAL DETAILS

Date of Birth	: 20th May 1986
Gender/ Nationality	: Female/ Indian
Languages known	: English, Hindi
Current Address	: C/O-Digamber Mahato BG-247,N-Block,GM Infinite Neo Town,Thirupalya Road ECITY Phase-1 Bengaluru-560100

DECLARATION

I hereby certify that all the information provided here is correct to the best of my knowledge and belief.

Date

Signature.