

CURRICULAM VITAE

SWATI MAMGAIN

B-283, Street number 3

West Vinod Nagar, New Delhi, 110092

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CAREER OBJECTIVE

To build career in growing organization, where I can get the opportunities to prove my abilities by accepting challenges.

ACADEMIC QUALIFICATION

- Pursuing M.A Political Science from IGNOU university
- Graduate (B.A PROGRAMME) from Delhi University (School of open learning) in year 2018.
- 12th passed from C.B.S.E Board in year 2015
- 10TH passed from C.B.S.E Board in year 2013

PROFESSIONAL QUALIFICATION

- One Year Diploma Course in **E-Accounting** from **Oxford Software Institute**.

SKILLS

- MS Office
- Tally ERP 9 with GST
- E-Filing of ITR'S

WORK EXPERIENCE

1.5 Year of experience in **CITIBANK N.A.**, Noida as MANAGEMENT REPRESENTATIVE (M.R) in "TREASURY & TRADE DEPARMENT".

ROLE AT CITIBANK

1. Handling all ICG Banking Operations :-
 - a) Handling Import Collection Bills (ICL) and Export Collection Bills (ECL)
 - b) Handling Import bills (IMB) and Export bills (EXB)
 - c) Handling LC issuance and LC Amendments
 - d) Handling Cash related transactions like RTGS, NEFT, A2A, SALARY, FD BOOKING/LIQUIDATION, FTU, EEFC CONVERSIONS, D.D ISSUANCE OR CANCELLATION
 - e) Handling various Loans Like PCFC, PCRE, WCDL and WCDL ROLLOVER
 - f) Printing Demand Draft (D.D) on regular basis
 - g) Generating cash inflow/outflow reports on daily basis
 - h) Preparing MIS for Import, Export, Loan, Cash documents
 - i) Handling both front office and back office i.e. Customer dealing and scanning respectively.

PERSONAL DETAILS

- | | |
|------------------|---------------------------------|
| ➤ Father`s Name | Mr. Durga Prasad Mamgain |
| ➤ Mother`s Name | Mrs. Sampati Devi |
| ➤ Date of birth | 11 th September 1997 |
| ➤ Gender | Female |
| ➤ Marital status | Unmarried |
| ➤ Nationality | Indian |
| ➤ Language known | Hindi, English |

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge.

DATE:

PLACE:

SWATI MAMGAIN