### **Achievement:**

* Won 3rd prize on song competition at college annual function.
* Got WOW award from Bny Mellon due to **Excellence Work.**

### **Education:**

* 12th Commerce from Gaurav College Commerce and Management (2009-2011).
* B.Com. from Maharishi College of Natural Law (2011-2014).
* M.Com. from NIIS Institute of Information Science & Management(2015-2017)

**Computer Proficiency:**

* Completed PGDCA
* Knowledge in Tally 9

**Project at College: (12th May,2016 to 12th June,2016)**

**Company** – Odisha Capital Market Enterprise Ltd., Bhubaneswar

**Project Title**- Capital Market

**Hobbies:**

* Listen music
* Playing Cricket and call of duty
* Watch Mahabharat

**Strength & Skill-**

Accuracy, Teamwork, Hardworking,

Prioritizing Task, Adoptability & flexibility

Signature

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### **Experience:**

**Bank of New york Mellon International Operations (India) Pvt. Ltd. (19.11.2018 to 13.07.2022)**

**Process Name**: **Global Payment and Treasury Service Operation(GPTSO)**

**Designation:**  **Sr. Clerk**

**Roles and Responsibilities:**

* Clear the cheque payment of clients’ as per clients’ instructions.
* Handling various clients related issues such as queries and meet deadlines
* Provide training to the new joiners.
* Ensuring volumes are cleared within TAT (Turn Around Time).
* Prioritizing the ques that needs to be cleared first based on client request.
* Handling queries of the team and giving floor support at time of high Volume.
* Daily reconciliation of electronic data interchange using current operating System.
* Review and reconcile of credit card and bank deposit and report to finance department reports.
* Analyse all payments sources.
* Analyse workflows, data collection and report details.

**Persoanl Details:**

Name of Father- Nabakishore Rout

Addess: Plot No.- 159/2965,Near Prajapati Mandap

Mahadev Nagar, Jharapada,

Bhubaneswar- 751006, Khordha, Odisha

D.O.B. – 07/07/1994

Gender – Male

Marital Status- Single

Nationality- Indian

Religion- Hindu

Language Known- Odia, Hindi, English

**Date –**

**Place** - Bhubaneswar

Sourav Rout

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sourav.rout@yahoo.com

Ambition to pursue excellence carrier in reputed and effectiveness oriented Bank/ MNC, where I can put my best efforts and associate myself to exercise my qualification and experience up to optimum to accomplish Company’s given goals, plans and policies successful prior to deadline with improvement.