

PUNITA GUPTA

Permanent Address:

Sumukha Paradise Flat No-SF06,A-Block
Varadaraja Swamy Layout,
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Current Address:

Punita Gupta
house no-12,2nd main
195 3, Sannatammanahalli
,Battarahalli, front of state
bank of mysore,
TC Palya
Bangalore
KA -560049
PH: +91-7021583826

E-Mail:

punitagupta2009@gmail.com

Personal Data:

Date of Birth: 11th JAN 1990

Gender: Female

Nationality: Indian

Marital Status :Married

Languages Known:

Hindi, English,

Interests :

Drawing, Glass painting,
Athletics and Listen to music
Movies.

Objective

To achieve Excellence and utilize my team player attributes in the field that offers professional growth while being resourceful, innovative & flexible.

Work Experience

- ✓ DEPUTY MANAGER-2 : 4.11 years of experience with **ICICI BANK Global Trade Service Unit(TSU), Mumbai and presently working with ICICI bank as a trade desk manager in Bangalore . working with icici bank from 16 feb 2016 to stil now**
- ✓ To ensure timely and accurate processing of instructions, payments and documentation.
- ✓ To perform safekeeping (custody) of all trade related documents (export, import trade documents etc.)
- ✓ Participation, together with Trade Product Manager(s), in developing and structuring new Trade products.
- ✓ Understands and manages client expectations in conjunction with the Relationship Managers.
- ✓ Acting as a driver for continued process improvement while maintaining high standards of work
- ✓ Prevent, resolve and analyse exceptional errors or claims to create streamline minimal risk processes
- ✓ Ensuring time-sensitive duties are promptly completed
- ✓ Ensuring all queries are dealt with in a timely manner.
- ✓ Work in an environment with a heavy concentration of direct internal and external client interaction (measured by periodic survey and feedback)

JOB PROFILE

ICICI BANK,Global trade service Unit , Mumbai from Feb 2016 to Aug 2018

- ✓ Successful and timely processing/control of trade finance transaction within timeframes set.
- ✓ Handling inward remittance operations in Trade Service Unit (TSU) and Trade operations .
- ✓ Adherence to approved process and procedures.
- ✓ Assignment of inward remittance to branches through IGRS application
- ✓ Settlement of inward remittances (non scrutiny purpose code or SSI cases or scrutiny purpose code)
- ✓ Processing current account transactions , foreign currency accounts related transactions.



- ✓ Scrutinizing the documents related to trade transactions.
- ✓ Inward outward remittance
- ✓ Sending payment swift messages like MT103, MT 202, MT910, MT400, MT756, MT199, MT999 by using application swift alliance.
- ✓ Transaction monitoring by screening all the entities and goods involved in the trade transaction through AMLOCK and Reporting to AML team for the matches in AMLOCK CHECK and KYC for the customers
- ✓ Handling audit and compliance issues.
- ✓ Handling of OFAC transactions.
- ✓ Training new joiners in Finacle, AML check, processing transactions within defined TAT
- ✓ Using Core Banking Software like FINACLE latest version for entering data and verifying the transactions related to remittance by using modules like FBM/MEOB, TM/HTM, IRM/HIRM, ORM/HORM, RPCTM/MPT, ACLI/HACLINQ CUMM/HCUMM etc

ICICI BANK, Branch Banking, Bangalore from Sep 2018 to Present

- ✓ Handling of Inward and outward remittance operation like import and export transactions such as SMI(Advance payment), SMT(services Payment), MDC(Direct payments), BG(Bank guarantee), LC(Letter of Credit) and bills Discounting
- ✓ Processing of Bank guarantee and Letter of credit, export bills regularization and imports bills regularization.
- ✓ Processing of FDI transactions and ODI transactions
- ✓ Realization of Export bills lodged under LC and Non-LC with ICICI Bank
- ✓ Adhering to the latest compliance /Sanctions / FATCA/AML/KYC policies and guidelines
- ✓ Handling various capital account transactions and reporting like ODI, FDI etc
- ✓ Sending payment swift messages like MT103, MT 202, MT910, MT400, MT756, MT199, MT999 by using application swift alliance.
- ✓ Performs timely and regular reporting to Senior Management and Relationship Management
- ✓ Decent knowledge of various trade products like: LC / BG/ Payments / Import/Exports etc
- ✓ Assisting Trade Product team in new deals / products
- ✓ Control and perform interest calculation for documentary operations
- ✓ Delivers as per Service Level Agreement at all times. Ensure service quality is maintained.

- ✓ Understand customer requirements, investigates and responds appropriately..
- ✓ Meet required productivity metrics set for the team
- ✓ Ensure tracking, accurate and timely resolutions of issues and exception raised .
- ✓ Managing send site expectations via phone call / emails for query resolution / clarifications
- ✓ Decent knowledge of various trade products like: LC / BG/ Payments / Import/Exports etc.
- ✓ Adhere to internal policies to ensure compliance with legal parameters as well as company policies and procedures
- ✓ Maintain performance metrics to track defects, productivity.
- ✓ Assist unit for audit preparation and necessary actions for clean audit results.

Academic Background

- ✓ Post Graduate Diploma(2015-16) – Banking and Finance, ICICI Manipal Academy, Bangalore
- ✓ B.tech. (2009-13) – Computer Science And Engineering, Kathir College of Engineering,Coimbatore from Anna University Chennai

Summer Internship/ Training/ Industrial Visits/ Certification

- ✓ NISM SERIES V A : Mutual fund distributor certificate
- ✓ NISM SERIES VI: Depository module
- ✓ Completed training in “Target Tech Park” in the area of “Multimedia”.
- ✓ Successfully completed JAVA /J2EE from Cegonsoft pvt ltd ,Bangalore.

Internal Projects

- ✓ Title: using robotics through swift alliance
- ✓ Title: Re-engineering of Integrated Global Remittance Settlement Application (IGRS)

TECHNICAL PROFICIENCY and Skills

- ✓ Application Software : MS Office (Ms-Word, Ms-Excel, Ms-PowerPoint, Ms- One-note), MATLAB, Photoshop, Banking Software
- ✓ Operating System: Linux , Window(10/8/7/XP/Vista/2000)
- ✓ Languages : JAVA
- ✓ Professional: IGRS, Swift alliance, i-core, SMSA, DRA, I-Core 10x, Swift alliance, IGRS, AMLOCK,DRA •
- ✓ Problem Solving Adaptability
- ✓ Collaboration
- ✓ Strong Work Ethic Time Management
- ✓ Critical Thinking
- ✓ Handling Pressure

(PUNITA GUPTA)

