**AVINASH KAUR**

 **Deputy Manager- Trade CSO – Wholesale Banking Department**

|  |
| --- |
| **C:\Users\ASIF\Desktop\20141118_103405-001.jpg****Full Name:** Avinash Kaur |
| **Mobile Number:** +917683070802 |
| **Email Id**: avinashkaursethi07@gmail.com |
| **Date of Birth**: 07 June, 1993 |
| **Language**: English & Hindi |
| **Passport Issued By**: Republic of India |

**Career Objective**

To obtain a responsible position in a professional organization where my knowledge, skills and strengths can be shared and enriched in conjunction with company goals and objectives.

**Areas of Specialization**

* Dealing with Large Corporate Clients services and operations.
* Handling Trade Finance (Forex) Transactions.
* Dealing with Financial Institutions and Government Entities services.
* Handling Cash Management Services.
* Handling Corporate Internet banking services.
* Handled all high net worth mapped clients of Axis Bank.
* Dealing with CMS operation Transactions like – Cash, Transfers, Auto Mandate Debit Transactions in profound software (CMS Main Software).

**Professional Experience - 4 years 4 months**

AXIS BANK- Assistant Manager- Sep 2015-Mar 2018

AXIS BANK- Deputy Manager- April 2018- Till Date

Wholesale Banking Department ( Trade – CSO) May 2019 – Till Date

 **CURRENT JOB ROLE :**

 I am currently handling in profile of Trade CSO in Wholesale Banking Department where my job role is to handle Import and Export Transaction and CMS ( Cash Management Service) transaction. Currently placed in Jamshedpur branch ( Jharkhand ).

 List of Handling day to day forex transactions like -

* Import and export lodgement and realisation,
* Issuance of Bank Guarantee transactions, (on 100% cash margin or on credit limits),
* Transactions of Extension and Closure of Bank Guarantee transactions,
* Issuance of Inland and Foreign Letter of Credit,
* Handling Inward remittances,
* Handling Outward remittances transactions ( ORM ),
* Handling EEFC conversion transactions,
* Advance remittances against import ( PARIMP ),
* Direct realisation against import,
* Outward remittances of corporate clients ( Trade ORM ),
* Handling Corporate Internet Banking related issuance and queries,
* Issuance and Handholding of Paypro, Power access , and Corporate Internet Banking Software’s,
* Other Banking related transactions which comes in day to day transactions and as per bank customers requirements.
* FCS Cheques transaction, Foreign DD Issuance

 Also, I am getting an additional exposure of doing CMS ( Cash Management Service )

operations transaction which is related to Cash, Transfers, Auto Debit Mandate Transactions in

Profound Software (CMS Main Software), Clearing deposits, Maintaining of reconciliation report

 on daily basis.

 **PREVIOUS JOB ROLE’S :**

**On 18 of September 2015,** I have joined my first job in Axis Bank as Premium Service Relationship Manager -Affluent Business Banking, Where my Job profile is dealing with high net worth customers of Axis Bank provide them Best and Accurate services and to guide the customers, The job profile is mixture of sales and operations

Part of banking related transactions. Below Mentioned are some points showing my responsibilities :

* Handled banking transactions and services.
* Handled all high net worth mapped clients of Axis Bank
* Analyzing and managing customer’s portfolio of mapped RM
* Preparing proposition of burgundy channel and reporting the same to RM.
* Providing financial and investment solutions to the customer.
* Follow up with client and reporting to the senior managers.

**After Then, On 1 January, 2017,** I have moved from my previous role to a new job role in Axis bank

 only as a Transaction Banking - CSO ( C.A. - CMS ).

Handling Large and Medium Corporate client’s service issues and operations. It Includes - Cash Management Services,

 Large and Medium Corporate or Financial Institutions Services and some part of Trade Finance (Forex) transactions.

My Job responsibilities are mentioned below :

* Dealing with Large Corporate, Medium Corporate and F.I. Client services and operations
* Dealing with Financial Institutions & Government Entities services and operations
* Handling of corporate products and its services like - Paypro, corporate internet banking, Power E-coll lite, Power access.
* Handling corporate products implementations and escalations parts.
* Handling services includes - Scheme code conversion, Authorized Signatory addition & deletion request, Board Resolution & Power of Attorney updation , Escrow services.
* Doing KYC (Know Your Customer) of Axis Bank Customers Current Accounts including Large and Medium Corporates.

**Professional & Industrial Training**

* **1 Month Management training at Caretell at NSP Delhi**
* Time period :05-01-2011 to 04-02-2011 in 2nd Semester
* Studied customer Handling and Dealing.
* Making Vouchers and Tele Communication
* **1 Month Management training at Samsung at Model Town ,Delhi**
* Time Period : 05-10-2012 to 04-11-2012 in 4 Semester
* Learned how to Deal with customers through Tele-communication and Financial Analysis. .
* Studied about various activities like Handling, Dealing with Customers.

**Certifications**

* National Institute of Securities market – Mutual Fund
* National Institute of Securities market – Depositories & Operations

**Technical Skills**

* Acquainted with MS Office application.

**Achievements**

* Awarded for Outstanding Contribution in EDPMS( Mapped Branch Clearance of Shipping Bills ) Cases Reduction 2017-18

**Education Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Examination** | **Institution** | **University/Board** |
| 2015 | PGDBS | Manipal University | Manipal University |
| 2013 | B.B.A – I.I.(Industry Integrated) | Guru Nanak Institute of Management & I.T-New Delhi | M.D.U –Rohtak |
| 2010 | Class XII, Commerce | Shree Jee Public Sr. Sec. School – Nathdwara | RBSE |
| 2008 | Class X | Shree Jee Public Sr. Sec. School – Nathdwara | RBSE |

**Date: 11 Jan, 2020 City: Jamshedpur, India**