

RESUME

Gowri Shankar N
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Royapettah Chennai
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OBJECTIVE

A highly motivated individual with background in Corporate Banking, International Trade Operations and deploying compliance policies; with knowledge of import and export regulations, a self-starter with the ability to meet deadlines without compromising quality, can prioritize and multi-task; can adjust to a fast paced changing environment; with excellent communication skills.

EDUCATION

| S.No | Qualification | Name of the Institution | %of Mark | Year of passing |
|------|---------------|-----------------------------------------------|----------|-----------------|
| 1. | PGDB(Banking) | ICICI Manipal University | 85.00 | 2017 |
| 2. | B.E(EEE) | Chettinad College of Engineering & Technology | 69.00 | 2016 |
| 3. | H.S.S | Sainik School Amaravathi Nagar | 61.00 | 2012 |
| 4. | S.S.L.C | Sainik School Amaravathi Nagar | 72.00 | 2010 |

AREAS OF PROFICIENCY

1. Trade Finance
2. Forex Operations
3. Current account servicing
4. General Banking Operations

PROFESSIONAL EXPERIENCE

1. Trade Desk Officer, Nov 2016 - July 2018. ICICI Bank Ltd, Cenotaph Br, Chennai
2. Yes First Business-Branch Service Partner-Trade and current accounts, May 2019 - Nov 2019, Yes Bank, Nungambakkam Region
3. Authorizer-Deputy Manager, Dec 2019 – July 2020, Baroda Global Shared Services, Vijaya Towers, Bangalore

JOB PROFILE

Authorizing remittances and Trade Account Servicing for HNI clients and Corporates. Currently experienced in using FINACLE 10x, Finacle 7x, FCRM. Skilled in all aspects of Trade Account and Current Account servicing, such as Export & Import transactions & regularization of the same, CMS (Cash Management Services), Mobile and Internet banking, Corporate Credit Cards, Business Lending (Overdraft, CC), Personal Loans for Business.

CURRENT ACCOUNT TRANSACTIONS

Document Checking of all Import and export related transactions.

IMPORTS: Import Bills on collection, Import Remittances, Import and Inland Letter of Credit.

EXPORTS: Export transactions, Documentary Collection under LC and Non LC

BANK GUARANTEES: Issuance, Amendment and Closure of Bank Guarantee on Case to Case basis.

INWARD REMITTANCE: Remittance towards exports, Services, Capital account transactions.

NON IMPORT PAYMENTS: Retail outward remittances and other Non-Import payments like Consultancy services, Freight payment.

LETTER OF CREDIT: Opening of LCs and provide advisory services to customers about terms and conditions of LCs in order to meet contractual obligation between applicant and beneficiary in line with the UCP600, ISBP745

RESPONSIBILITIES

1. Scrutinizing trade documents on case to case basis.
2. Raising cases and uploading documents for backend processing within turnaround time.
3. Ensuring error free transactions.
4. Coordinating with treasury, branch and customers.
5. Authorizing payments

KYC DUE DILIGENCE CONSULTANT

1. Research and collect information to evidence clients' profile; financial info source of funds; ownership structure, key account parties, geographic footprint, negative news and other risk relevant information adhering to policy and procedures.
2. KYC re mediation of existing customer including data collection.

3. Identifying the missing information and working with relationship managers to obtain the information to complete the KYC profile.
4. Dealing with Customer Identification program (CIP), Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) and review existing accounts documentation of Proprietorship, Partnership, Private Limited, Limited, Limited Liability Partnership Companies.

TECHNICAL SKILLS PRODUCTIVITY SOFTWARES

Conversant with Ms Office (Ms Excel, Ms Word, Ms Powerpoint), LibreOffice 5.1, Finacle 10, Insta, Tradeflow, Omniflow.

COMPETENCIES

1. Fast Learner
2. Enthusiastic
3. Self-motivated, Hardworking.

CERTIFICATIONS & EXTRA-CURRICULAR ACTIVITIES

1. **Certified Documentary Credit Specialist** from DEC 2018
2. NCC 'C' Certificate

PERSONAL INFORMATION

Name : Gowri Shankar N
Father's Name : Natarajan B
Date of Birth : 20.06.1995
Marital Status : Married
Gender : Male
Nationality : Indian
Religion : Hindu
Languages Known : Tamil & English
Hobbies : Terrarium & Farming

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

Yours faithfully,

Place: Chennai
Date : / /2020

GOWRI SHANKAR N