

Pratibha



A-303 Maple Parmeshwar tragad road chandkheda Gujarat 382424 7999548781 pratibhapushpraj@gmail.com

Objective

To secure a challenging position in a high-growth organization that offers a competitive environment, fostering personal and professional development. Eager to contribute to a team dedicated to delivering high-quality services, leveraging my skills to drive excellence and achieve organizational goals.

Experience

- **BA Continuum India pvt. Ltd.** Nov 2020 - Till date
Senior associate
1st Process – Cash management service

Roles:

- Verify incoming wires, book if criteria match, or email branch contacts for clarification.
- Send hourly reports to stakeholders showing current cash debits/credits for specific GLs.
- Send close of business reports.
- Maintain strict timelines and turnaround for incoming wires within specified SLAs with 100% accuracy.
- Assign activities among team members.
- Send chaser emails to confirm pending wires.
- Run macros and send consolidated end-of-day reports to ensure no pending wires before cut-off.

2nd Process – Interest and claims

Roles:

- Currently working in ICC (Interest Claim) handling trade settlement, payment, counterparty queries, processing journals, reviewing breaks and SWIFT analysis.
- Working on 3 products: Debt, Equity, IPB, Swaps, involving communication with counterparty (Email/Call), proposing netting, doing payments, analyzing trade, reviewing SSI and processing journals to avoid breaks.
- Application experience includes Claims Manager, ATCS, FPS, ICSW, BIS, Swift, GRS, JCASH, ETASK, COB.
- Also handle CSDR claims of Compensation and FX claims.

- **Tata Consultancy Services** May 2018 - Nov 2020
Business Associate

Roles:

- Operating CITI bank operations.
- Client handling.
- Foreign exchange.
- Sanction of foreign currency payments.
- Processing SWIFT wires (MT 103, MT 202).

Education

- **Gujarat University** 2022
Mcom
60%
- **Hacc,Gujarat University** 2018
Bcom
80.6%
- **No 1 Air force school, Gwalior** 2015

HSC
81%

- **No 1 Air force school, Gwalior**

SSC
8.8 CGPA

2013

Skills

Application proficiency (Claims Manager, ATCS, FPS, etc.) Aspiring, hardworking, and quick learner

Problem-solving and Teamwork Analytical decision-making Good communication Eye for details

Microsoft Excel and PowerPoint Email management Employee engagement event planning

Languages

- English
- Hindi
- Gujarati

Declaration

- I hereby declare that all the information provided in this resume is true and accurate to the best of my knowledge.



PRATIBHA