



Pratibha



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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
Buisness 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 mangement 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.

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