Pallavi Ramchandran

***F&A Business Associate***

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**Career Objective:**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

**Work Experience:**

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| --- | --- |
| Company | **IBM India Pvt. Ltd.** |
| Designation | Finance and Administration Business Associate |
| Duration | **September 2013 – April 2015** |
| Responsibilities | **Scrutiny:**   * Checking and Scrutiny of Trade-related documents coming from the bank (BNP PARIBAS). * Highlight Discrepancies (if any) to the corresponding bank and to our customer. * Verify the compliance of the transaction in terms of ICC Guidelines.   **SWIFT Messages:**   * Sending SWIFT Messages to the corresponding bank highlighting the discrepancies. Also, sending of SWIFT Messages to the corresponding bank if the documents are found in order.   **Trainings:**   * Provide training and job-shadowing to new employees. * Helping new employees with process-related doubts. * Coached and mentored new hires about the systems and the processes followed by the team.   **French Language:**   * Checking of Trade-related documents in French Language. * Sending SWIFT Messages and advices to the Corresponding bank and the customer in French. |

**Tools Used:**

* **Workflow tool:** FILENET
* **Trade platform Processing System:** IVision and Plasma: Sending of suitable SWIFT Messages and Customer advices.
* Ms Word and Ms Excel.

**Additional Qualifications:**

* Pursued French Language from Alliance Française de Bombay. Completed Levels A1, A2 and B1.

**Education:**

S.I.E.S College of Science, Arts & Commerce (2010 – 2013)

Bachelor of Commerce (Mumbai, Maharashtra, India)