**SEEMA AFREEN KAKI**

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PROFESSIONAL SNAPSHOT

* A result oriented professional with about 9 years of experience in banking operation (Payments processing and Payments investigations for Asian region).
* Good knowledge of SWIFT, Reconciliation, Payments and Clearing.
* Good analysis and interpretation skill.
* Good in developing and implementing operational procedures.
* Target and achievement oriented with an ability to take up challenges and perform in changing work environments.
* Proficient in MS-Office and Lotus Notes.

**NOTABLE ACHIVEMENTS**.

* Recognized with Certification of Excellence for Outstanding contribution.
* Spot Award for the month on April and October for extra ordinary performance
* Have leaded many process automation projects.
* Improved in team quality by providing development inputs.
* Have earned shield award for client centric approach

# EMPLOYMENT SCAN

**Organization** BNP Paribas

**Duration** March, 2014 – Till date

**Profile** Manager (ARPC Remittance)

**Organization** RBS- Royal Bank of Scotland

**Duration** May, 2012 – March 2014

**Profile** Process Associate (Asia Core Cash Operations)

**Job Description (BNP Paribas – Manager)**

**Domain: ARPC Remittance**

* Mentored a team of 10, handling manual and electronic payment processing for Singapore & Hong Kong Market from April 2016 till March 2018
* Currently managing a team of 25, catering manual and electronic payment processing for Hong Kong region from April 2018 till date.
* Proficiency in handling payments, client queries and payment formatting.
* Good understanding of MT103 , MT202, MT202 Cover and swift format.
* Experienced in leading UATs for process automation as well as preparation of User Requirement Document.
* Good at data gathering, analyzing, interpretation and documentation.
* Proficiency in process automation and project migration
* Escalation handling and serving as one point of contact for middle office and client service

**Job Description (BNP Paribas – Assit. Manager)**

**Domain: Core Cash Payment Processing**

* Payment processing in multiple currencies (FX and Non- Fx), good understanding of MT103, MT202 and MT202 Cover swift format.
* Approving transactions – as per set procedures and guidelines.
* Knowledge of various clearing system of Asian Region (China, Korea, Thailand and Philippines)
* Better time management and understanding off cutoffs and deadlines for high value transactions.
* Prioritization of work and skill full management of various activities such as critical client queue monitoring, OFAC reporting, financial position reporting, payment statistics reporting etc.
* Ensuring strong customer focus and complete ownership; developing strong service culture within the unit; cautious, prompt, timely and Zero defects in customer delivery.
* Ensuring adherence to all Risk /control requirements. Developing strong contingency plan for the processes and testing their effectiveness.
* Handling of various swift query messages and responding to it via MT199 and MT299
* Reconciliation of outstanding entries on NOSTRO.
* Performing adequate checks for potential fraud prevention
* Report generation and stratification
* Training of new joiners.

**Job Description (RBS – Process Associate)**

**Domain: Cash Payment Investigation and Payment Processing**

* Investigation of the stuck payments for the corporate clients for Asian region
* Payment processing and authorizing in multiple currencies
* Knowledge of various clearing system of Euro, USD and Asia Clearing & Mechanism.
* Handling of various swift query messages and responding to it via MT199 and MT299
* Knowledge of the swift Messages like 103,202,202 Cov,210, 200, 199, 299, 196, 195, 192, 292, 940, 910 & 191
* MIS reporting
* Training of new joiners

**EDUCATIONAL CREDENTIALS**

# Master of Business Administration - 2010

C. Abdul Hakeem College of Eng & Tech, Vellore 1st Div

## Bachelor of Commerce – 2007

Islamiah Women’s College, Vellore 1st Div

## H.S.C – Mathematics 2005

Islamiah School, Vellore 1st Div

**EXTRA CURRICULAR ACTIVITIES**

* Won awards for acting and dancing at school as well as at college level**.**
* Participated in Ad making competition in inter college fest.

**HOBBIES AND INTEREST**

* Watching Movies
* Listening Music

**Date of Birth**: 3rd June, 1986

**Language Proficiency**: English, Hindi, Urdu, Tamil, Elementary Arabic