

radhikaswarup09@gmail.com
+973 33234285
Manama, Bahrain

Radhika Swarup

Skills

- Customer interaction
- Customer Service
- Program evaluation
- Money Management
- Team Player

Education and Training

05/2014

JAIIB- Junior Associate of the Indian Institute of the Bankers:
Banking

Indian Institute of Banking and Finance

Mumbai, India

05/2012

MBA- Masters in Business Administration:

Specialization: Finance

Amity Global Business School
Indore, India

05/2010

B.COM- Bachelor of Commerce

MKHS Gujarati Girls College
Indore, India

Summary

Performance-driven banking professional with stellar record of accomplishment in connecting with customers and driving remarkable sales. Proactive, skilled lead generator, product demonstrator and problem-solver. Smoothly coordinates customer and team needs with minimal oversight and sound judgment.

Experience

Canara Bank (Prime Corporate Branch) - Associate

Delhi, India

10/2015 - 12/2021

- Credit analysis of medium to small size clients for loan disbursements.
- Proficient in export operations such as Inward/Outward remittance, m-bills, bills discounting etc.
- Worked with streamlining export returns data processing between Central Bank, Canara Bank and customs through EDPMS.
- Worked as Single Window Operator for credit related tasks such as account opening, monitoring and other follow up for credit portfolio.
- Maintaining the client relationship and making them aware with new products and services offered by the bank.

Canara Bank (Mid Corporate Branch) - Associate

Indore, India

08/2014 - 10/2015

- Worked as an associate for both general operations and credit for branch with total business of INR 300 Cr
- Single handedly performed well under stress and high pressure situations towards fulfillment of branch targets.
- Assisted with execution of branch activities including day to day delivery of client facing services and processing transactions.
- Worked as Single Window Operator for credit related tasks such as account opening, monitoring and other follow up for credit portfolio.

Canara Bank (Retail Branch) - Associate

Indore, India

07/2013 - 10/2015

- Worked as Single Window Operator for retail lending and corporate credit for total business of INR 100Cr
- Worked as Bank teller and handled cash and carry out related services like cheque encashments, cash withdrawals, cash deposits (1st and 3rd Party deposits), cheque deposits, loan and credit card payments etc
- Helped customers open and close accounts, apply for loans and make sound financial decisions. Ensured adherence to KYC norms.
- Explained bank services, financial products and applicable fees to customers.