



Ms. Mubeenunnisa M.A

Trade Finance Operations Analyst | SQL Expert| Business Analyst

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Education

- **Bachelor of Computer Application (BCA)**, Mangalore University - India. (2021)
- **Pre-University College St. Joseph's P.U College -India.** (2018)

Training Program Certified

- Certified DATA Scientist, IABAC, 1 million prompters –UAE 2025
- Certified Assessment for trade Finance (CATF – 2024)

Contact

- **Address:**
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Skills

- Good communication skills
- Competent in the concerned subject area of Computer Science.
- Willingness to dedicate to the profession and the organization
- Positive attitude and leadership skills
- Willingness to learn more
- Knowledge of modern trends in education
- Effective training Delivery
- Engagement and Mentorship

Languages Known

- English
- Hindi
- Urdu &
- Kannada

Profile Summary

Detail-oriented **Trade Operations Analyst** with 3 years of experience in managing end-to-end trade finance processes, including **documentary collections**, **payment collection orders (PCOs)**, **DAR (Document Acceptance/Rejection)**, and **cross-border payments**. Proficient in conducting **sanctions and compliance screening** in line with **UCP600**, **ISBP**, and **AML regulations**. Demonstrates a strong track record of ensuring operational accuracy, regulatory compliance, and timely transaction execution in high-volume, deadline-driven environments.,

Technical Banking Skills

- AI & Business Intelligence
- MS Excel (Pivot Table, VLOOKUP)
- SQL / MySQL
- Documentary Credit Processing (DAR, PCOs)
- Trade Finance (LCs, Guarantees, Collections)
- Sanctions & AML Screening
- Payment Processing (Domestic & Cross-border)
- Regulatory Reporting, Reconciliation & Settlement

Work Experience

ANZ COMPANY – India 2022-2025

Machine Learning Analyst – Trade Ops

- Worked in a financial services company specializing in trade operations and reconciliation.
- Used **machine learning models** to automate trade processes and reduce manual errors.
- Assisted in **trade validation**, confirmation, and matching the SAP file systems.
- Identified and escalated suspicious transactions in line with **AML compliance protocols**.
- Created and shared dashboards and reports on **employee metrics** such as headcount, attrition, diversity, training, and engagement using Excel.
- Maintained and monitored the **Documents Acceptance Register (DAR)**

Interest

➤ Data Science in Finance

Applying data-driven models to optimize trading operations, risk analysis, and automation.

➤ Learning new technologies and tools

Continuously expanding my technical skill set by exploring modern tools and platforms that improve efficiency and solve complex problems.

➤ Database Management

Skilled in designing, querying, and maintaining relational databases to support business operations and reporting

➤ Community Service

Dedicated to participating in community outreach programs and volunteer work to society

➤ Corporate Communications

Interest in developing impactful communication strategies that engage and align employees with organizational goals.

References

Sujith Kumar – Process lead, ANZ

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Abhin Ramesh – Manager, ANZ

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- Validate trade entries against front-office systems.
- Conducted real-time and post-transaction **sanction screening** on trade transactions, counterparties, and documents using screening tools.
- Match trades with counterparties to ensure settlement.
- Handled **PCO payments** related to inward and outward collections in compliance with central bank and regulatory guidelines.
- Managed the complete cycle of **documentary collections** (Documents Against Payment - D/P and Documents Against Acceptance - D/A).
- Verified trade documentation (e.g., invoices, B/L, insurance) for completeness and correctness.
- Support end-of-day processes and ensure all trades are processed.
- Maintain documentation for scripts, queries, and RPA flows.

Project

- Auto Capturing trade data from excel
- Validating trade information
- Sending Trade Confirmation
- Matching trades between front and back-office systems
- Monitoring settlement status
- Generating Reports

Accomplishments

- **Enhanced Employee Records**-Digitized employee records for over 100 staff members, reducing manual errors and retrieval time.
- **Coordinated Major Campaign** - Led a team to execute a cross-functional internal campaign that improved company morale and communication by 20%.
- **Launched Feedbacking Initiative** - Developed and launched an employee feedback initiative that collected actionable insights, leading to process improvements
- **BEST TEAM PLAYER Awarded** - 'Best Team Player' for solving error modules and creating RPA bot.
- **BEST TRAINER** - Gained comprehensive knowledge of trade lifecycle operations as Best Trainer