Jeetendra Jaiswal

Noida, Uttar Pradesh
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Looking for Work from Home work in Technical Support Troubleshoot or Translation from English to Hindi.

WORK EXPERIENCE

Translator, Production Coordinator & IT Support

WATCHTOWER BIBLE & TRACT SOC -

2013-05 - 2019-01

Worked as Translator from English to Hindi Language for publications based on Bible which is featured on world's only website supporting more than 900 languages [www.jw.org]. Worked in converting text of PDF to other Digital formats like EPUB, WPUB and JWPUB supporting App.

Worked as production coordinator and provided IT support for Watchtower Bible & Tract Society Of India. A non-profit organisation which looks after spiritual needs of people and translates Bible based publications in more than 20 Indian Languages. Provided Trouble shoot and technical help for almost 100 users of Translation Software.

TEAM LEADER

J. P. MORGAN MUMBAI   -   Mumbai, Maharashtra -

2008-12 - 2013-03

Team Leader in Trade Finance Products like Import Collections. This included Scrutiny of Documentsas per URC 522 and also making payment through SWIFT mode MT 202. Also worked as TeamLeader in International Funds Transfer Dept for APAC region. This included investigation related toautomated payment failure. Mostly handled SWIFT messages like MT 202, MT 103, MT 740, MT 747, MT 742.

EXECUTIVE

VODAFONE ESSAR CELLULAR LTD   -   Mumbai, Maharashtra -

2007-04 - 2008-05

Worked for Payments Department for Post Paid Customers. Collating Data of payments made through various mode like Internet Payments, Cash, Credit Card, Kiosks, etc. Also clearing funds from suspense account and crediting funds to proper account after investigation. Handling queries from Customer Care Team related to unposted payments. Daily Generating revenue reports for CEO of Mumbai Circle.

BAND 1 EXEC

CITIGROUP GLOBAL SERVICES LTD   -   Mumbai, Maharashtra -

2005-12 - 2007-03

Handled Import Collections and Buyers credit Documentation for Citibank Clients as per Global and Indian Banking regulations.

EDUCATION

Diploma in Software Management in Computers

Aptech   -   Mumbai, Maharashtra

2002

Bachelor's in Accounts, Management, Exports

S I W S College Mumbai

SKILLS

Microsoft Office