

## SHELDON FERNANDES

### SKILLS & ABILITIES

Basic Accounting, Microsoft applications, Banking, Business communications, Credit Documentation, Financing, Insurance, Swedish. Administration

### EXPERIENCE

#### **ENGRO CORPORATION LIMITED**

Admin Executive Assistant - (Head of Strategy) Nov 2018 - to date

- Reporting to the Head of Strategy - Travel / Logistics / Visa management
- Exclusive calendar management for the entire Strategy team
- Controlling purchases, budgets, expenses for the year - ONESAP Knowledge
- Working with Internal stakeholders in Engro, to setup meetings & trainings
- Procuring assets, Responsible for raising Job orders for Stationery, Computer Items & other accessories & coordinating with external vendors
- Planning & organizing Team building activities \
- Working in collaboration with HR to hire new recruits - arranging interviews, tests, procurement and new joiner formalities.
- Assisting the Administration department with Travel & Logistics

#### **MCB BANK LIMITED - SHAHRAH-E-FAISAL BRANCH, KARACHI**

Credit & Relationship Manager - SME & Corporate - August 2018 - Nov 2018

- Evaluation and preparation proposals and arranging approvals for various finances, from Head office.
- Managing client portfolios - Corporate and SME

#### **BANK ALFALAH LIMITED - TIMBER MARKET BRANCH, KARACHI**

Relationship Manager - SME & Trade Operations- September 2017 - August 2018

- Assessment and preparation proposals and arranging approvals for various finances, from Credit Division of the bank
- Managing client portfolios.
- Dealing with clients, fulfilling client's requests pertaining to reports, deposits
- Co-ordination with the Credit Administration center in regard to disbursements, limit feeding.
- Also involved with the retail business of the branch, such as Auto loans, Credit cards, Bancassurance and Home Loans.

#### **JONKOPING UNIVERISTY, SWEDEN**

Student Recruitment - Part Time - January 2015 - Present

- Working in collaboration to recruit students from Pakistan.
- Guidance to students regarding courses, benefits and outcomes.
- Providing knowledge about life and living in Sweden before departure.
- Handling the entire process, from admissions to visa assistance and accommodation

## **BABYSHOP LOGISTICS AB, JONKOPING, SWEDEN**

Global Order fulfillment specialist - July 2015 - December 2016

- Worked as a team member in production, responsibilities included in prioritizing shipments to elite customers loyal to branded children's clothing mostly to the whole of Europe, Middle East and North Americas.
- Instrumented tasks on the Swedish software, namely, BEX Online.
- Was also responsible for Inventory control and optimizations.
- The work offer was purely contractual and considered part time.

## **BANK ALFALAH LIMITED - CENTRALIZED TRADE OPERATIONS, KARACHI**

Branch Credit Office / Trade Finance Officer - January 2007 - August 2014

- Export payments execution on daily basis.
- Type of payments include advance payments, purchase reversals, L/C collections, same day payments / lodgments, foreign currency transactions.
- Processing Nostro activity and segregating our bank's payments.
- Reporting the daily MIS to the Head office enabling them to further report to the State Bank of Pakistan.
- Submission and preparation of Government withholding tax and export development surcharge.
- Preparation of all Legal charge documents for various facilities [Fresh, Renewal, Extensions, Enhancement, Restructuring] such as Lease Finance, Quick Finance, Current Finance, Long Term Finance, Letter of Guarantee, Property
- Report preparation, Monthly data of accounts provided on weekly and monthly basis to the Head Office
- Review of charge documents executed by customer in order to ensure smooth disbursement process.
- Vault keeping of original documents for safe custody purposes
- Analysis of car finance proposals and recommending the proposal for approval to the Area Credit office

## **CRESCENT LEASING CORPORATION LIMITED, KARACHI**

December 2001 - December 2006

- Preparation of consumer and corporate documentation
- Processing new cases for disbursement.
- As a marketing officer my target was to achieve goals for the SME department and manage new clientele.
- Visits to clients for various lease documentation issues.

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## **EDUCATION**

### **JONKOPING INTERNATIONAL BUSINESS SCHOOL - 2016**

Studied 3 courses equivalent to 22.0 European credits

### **UNIVERSITY OF KARACHI - 2013**

Masters in arts - International and Global Relations

### **UNIVERSITY OF KARACHI - 1999**

Bachelors in commerce

- Full proficiency over Microsoft applications.
- Installation of software, trouble shooting and networking