

RAHUL KUMAR SINGH

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PROFILE SUMMARY

Experienced professional with 3.6 years in client on-boarding, documentation review, team management and operations support. Skilled in conducting due diligence, market research and data analysis. Experienced in risk assessments and ensuring compliance with KYC, AML and regulatory standards. Quick to adapt to new tools and changes in regulations, with a proven track record of effective cross-functional collaboration.

WORK EXPERIENCE

Assistant Manager, Muthoot Fincorp Ltd.

Aug 2021 – Apr 2025

- Performed end-to-end on-boarding of retail clients, ensuring compliance with internal KYC/AML policies.
- Consistently recognized for 100% accuracy in KYC record management and Audits.
- Conducted a comprehensive analysis of customer demographics and credit behaviors, resulting in a targeted marketing campaign to increase sales.
- Conducted regular training sessions for the branch team on KYC compliance and fraud prevention, resulting in a 25% reduction in operational errors and enhanced risk mitigation practices.
- Mentored and managed a team of 8 employees, resulting in a 50% improvement in productivity.
- Prepared monthly BRS, Budget & Forecasting.
- Implemented a customer referral reward program resulting in a 100% increase in new customer acquisition.
- Review and verify customer documents such as ID proofs, incorporation certificates, and beneficial ownership details.
- Reduced operational costs by 50% through process optimization and cost-cutting measures.
- Maintained up-to-date KYC records, and support periodic and trigger-based reviews.
- Conducted risk classification based on geographic, product, and customer factors.
- Handled daily screening against sanctions & PEP.

Marketing Intern, Esaplling Pvt. Ltd.

Apr 2020 – Jul 2020

- Generated 50+ leads and opportunities through networking, cold-calling, and other sales & marketing techniques.
- Conducted market research with 300+ sample size to identify customer needs and preferences, market competition and demands.
- Participated with a team of 4 people to work on Government Tenders.
- Managed company's IndiaMART profile for 1 month.

EDUCATION

MBA/PGDM, Globsyn Business School – 2021

B.Com, University of Calcutta – 2017

SKILLS

Data Analysis ▪ Client On-boarding ▪ Client Handling ▪ KYC Verification ▪ AML Compliance ▪ Team Leadership
▪ Transaction Monitoring ▪ CDD/EDD ▪ Risk Assessment ▪ MS Excel ▪ CRM Tools ▪ Multilingual ▪ MS
PowerPoint ▪ Financial Accounting ▪ Business Management ▪ People Management ▪ Audit and Compliance

COURSES & CERTIFICATIONS

- Data Analysis using Excel – Great Learning Academy
- AML and KYC Compliance 2025 – Muthoot Fincorp Ltd.
- Digital Marketing – Globsyn Business School Online

COURSES & CERTIFICATIONS

▪ English – Proficient

▪ Hindi – Native

▪ Bengali – Proficient