

# SHEFALI VERMA

## Assistant Manager

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### PROFESSIONAL SUMMARY

Financial professional with 3 years of experience in Client Onboarding, end-to-end KYC process and verification, Relationship Management and Financial Advisory within the Mutual Fund industry. Strong background in banking operations, regulatory compliance, and maintaining high customer satisfaction. Adept at navigating financial regulations and ensuring seamless KYC and onboarding processes. Eager to leverage my deep understanding of financial systems and compliance to contribute to a challenging Anti-Money Laundering (AML) role.

### PROFESSIONAL EXPERIENCE

#### IIFL CAPITAL | Deputy Manager

Dec 2025- Present

- Handling KYC Onboarding of Franchise and maintaining up-to-date records of all KYC activities.
- Resolve any discrepancies or issues related to client onboarding and documentation.

#### ICICI Prudential AMC Ltd | Assistant Manager

Nov2022– Dec2025

- Managed client relationship and their financial portfolios, ensuring adherence to internal compliance procedures and regulatory guidelines.
- Handled the client onboarding process and monitoring KYC standards.
- Ensured compliance with SEBI, AMFI and internal AML standards during account opening and servicing.

#### SBI Capital Securities Ltd (Internship)

Oct2021–Apr2022

- Performed KYC verification for retail and corporate clients, ensuring compliance with RBI and SEBI regulations.
- Assisted in Compliance and Due Diligence during account opening and client onboarding.
- Supported banking operations including risk profiling, investment suitability analysis, and customer documentation review.

### EDUCATION

- MBA (Finance)  
Vidyasagar University, Kolkata–2022 | 71.70%
- PGDM (Finance and Banking)  
Vidyasagar University, Kolkata–2022 | 79%
- BA(English Hons)  
Gossner College, Ranchi –2020 | 65.35%
- Intermediate  
D.A.V. Public School, Kathara –2017 | 73%
- Matriculate  
D.A.V. Public School, Kathara –2015 | 95%

### CERTIFICATIONS

- NISM Series V-A: Mutual Fund Distributors Certification
- NISM Series XXI-A: PMS Distributors Certification

## **KEY SKILLS**

- Financial Analysis
- KYC onboarding and operations
- Banking operations
- Adaptive Problem Solving
- Risk Assessment
- Market Research

## **INTERESTS**

- Networking and Public Speaking
- Reading Personal Finance & Self-Development Books
- Investing and Tracking Financial Markets