

NANDINI SHAW

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PROFILE SUMMARY

Detail-oriented Commerce and Law graduate aspiring AML/KYC and Compliance Analyst roles, with hands-on experience in regulatory compliance, document review, statutory filings, and record maintenance through internships with law firms. Possesses practical exposure to compliance operations for regulated entities, including NBFC-related filings, Companies Act adherence, and statutory documentation. Demonstrates strong analytical ability, attention to detail, and risk-aware mindset essential for KYC verification, transaction monitoring support, fraud detection, and AML compliance functions. Adept at handling sensitive data, maintaining audit-ready records, and working within defined regulatory frameworks.

Professional Experience

Compliance & Documentation Intern

07/2024 – 08/2025

DB's Law Line OPC Private Limited

- Reviewed and validated legal and corporate documents to ensure regulatory compliance and accuracy, supporting audit-ready documentation standards.
- Assisted in preparing and maintaining structured case files, enhancing traceability and record integrity aligned with compliance requirements.
- Conducted regulatory research and supported compliance checks, strengthening understanding of statutory and risk-controlled processes.
- Ensured clarity, completeness, and consistency of documentation, mirroring KYC verification and quality control activities.

Corporate Compliance Intern

01/2024 – 07/2024

Agarwal Aditya & Co.

- Supported compliance operations under the Companies Act, 2013 and LLP Act, 2008 for multiple corporate clients.
- Assisted in statutory filings and returns for a Non-Banking Financial Company (NBFC), gaining exposure to regulated financial environments.
- Reviewed corporate records, annual reports, and statutory registers to ensure regulatory adherence and data accuracy.
- Drafted notices, resolutions, and meeting minutes, reinforcing documentation discipline essential for AML/KYC audit trails.
- Participated in company incorporation and strike-off processes, strengthening entity verification and due diligence understanding.

EDUCATION

Bachelor of Laws (LLB)

2022 – 2025

Hooghly Mohsin College

- Focus on corporate law, regulatory compliance, and statutory frameworks relevant to financial institutions.

Bachelors of Commerce (Accounts Hons.)

2018 – 2021

Seth Soorajmull Jalan Girls' College

- Completed specialization in Accountancy.
- Delivered a presentation on Marketing Management

SKILLS

- KYC Documentation Review & Validation
- Regulatory Compliance & Due Diligence
- Customer & Entity Verification Support
- High Attention to Detail
- Analytical & Structured Thinking
- Process-Driven & Compliance-Oriented
- Statutory Records & Audit-Ready Documentation
- Understanding of AML Compliance Frameworks
- Risk Identification & Compliance Gap Analysis
- Document Authenticity & Consistency Checks
- Case File Preparation & Evidence Review
- MS Excel, MS Word & PowerPoint

CERTIFICATIONS

Customer Risk Assessment and Enhanced Due Diligence

Trained in AML/KYC risk profiling, high-risk customer reviews, and regulatory compliance

Basic Computer Training and Tally ERP 9.0 With GST

Trained in accounting operations, GST compliance, financial reporting, and office productivity tools