

SHAHNAZ PARVEEN

Kolkata, India – 700019

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PROFESSIONAL SUMMARY

Assistant Manager with 4+ years of experience in banking operations, KYC verification, customer due diligence, compliance support, documentation review, and risk assessment. Strong expertise in operational accuracy, regulatory adherence, financial crime indicators, and end-to-end customer onboarding. Proven track record ensuring documentation integrity and supporting AML, audit, and compliance functions.

CORE COMPETENCIES

- KYC Verification (Individual & Non-Individual)
- Customer Due Diligence (CDD/EDD)
- AML & Compliance Support
- Risk Assessment & Documentation Review
- Transaction Review Support
- Operational Accuracy & Audit Preparation
- Regulatory Compliance (RBI Guidelines)
- Customer Onboarding & Issue Resolution
- Finacle 10 Core Banking System
- MS Office Suite (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

KOTAK MAHINDRA BANK LTD – Kolkata, India

Assistant Manager | Jun 2021 – Present

- Performed detailed KYC verification and compliance checks in accordance with RBI, internal policies, and audit standards.
- Reviewed and validated customer identity documents, financial information, and onboarding data to ensure 100% accuracy.
- Identified documentation gaps and escalated high-risk profiles for enhanced due diligence processing.
- Assisted AML and compliance teams by providing customer risk insights, supporting investigations, and enabling accurate reporting.
- Monitored operational risks, flagged discrepancies, and ensured all cases met regulatory guidelines.

- Created audit-ready compliance reports and documentation summaries for internal teams and senior management.
- Coordinated with cross-functional departments to ensure timely resolution of compliance issues and service delivery.

Key Achievements:

- Reduced documentation errors by implementing detailed verification workflows.
- Improved compliance accuracy, contributing to enhanced audit ratings.
- Provided consistent support for AML and KYC-related escalations, improving case turnaround time.

EDUCATION

MBA – Financial Management | NMIMS, 2025

B.Com (Hons) – Accountancy | Sivanath Sastri College, 2020

Higher Secondary | Hartley Higher Secondary School, 2017

Secondary | Jagriti Vidyapeeth School, 2015

CERTIFICATIONS

ANIIT Certification in Banking, Finance & Insurance – NIIT Ltd, 2021

TECHNICAL SKILLS

• Finacle 10 • MS Office • Excel • Regulatory Compliance Tools (Bank Internal)

LANGUAGES

English • Bengali • Hindi

AREAS OF INTEREST

AML / KYC • Financial Crime Compliance • Regulatory Operations • Risk Management