

SAYAN PAUL

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Education

University of Calcutta

Bachelor of Science

June 2015 – September 2018

Kolkata, West Bengal

Relevant Coursework

- Risk Assessment
- Transaction processing
- Data validation
- SOP and policy adherence
- Quality assurance
- Exception handling
- Documentation
- Team collaboration
- Excel Analytics
- Reporting

Experience

SA Technologies Inc.(Client: Tata Motors Limited)

Data Analyst

March 2025 – September 2025

Kolkata, West Bengal

- Verified customer and entity records for accuracy, completeness, and consistency to support KYC-related data quality requirements.
- Performed data validation checks to identify missing, inconsistent, or incorrect customer information impacting compliance accuracy.
- Performed data analysis on weekly reports to identify trends and provide insights to business stakeholders.
- Updated and maintained records as per defined process guidelines.
- Followed SOPs and quality standards while handling daily operational tasks.

Cognizant Technology Solutions India Pvt Ltd

Senior Process Executive

January 2024 – February 2025

Kolkata, West Bengal

- Conducted transaction monitoring on high-value and unusual transactions to identify anomalies and potential compliance risks in line with defined controls.
- Analyzed transaction patterns and trends to identify recurring exceptions and operational red flags.
- Prepared clear written summaries and escalation notes to support quality review and second-level assessment.
- Reviewed transaction trends to identify recurring issues, exceptions, and potential risk areas.
- Supported team members in resolving complex cases, meeting quality benchmarks, and escalation requirements.

Cognizant Technology Solutions India Pvt Ltd

Process Executive

June 2022 – December 2023

Kolkata, West Bengal

- Investigated and monitored 10,000+ monthly financial transactions in compliance with internal controls, SOPs, and regulatory requirements.
- Reviewed high-risk and high-value transactions to identify discrepancies, unusual activity, and exceptions requiring escalation.
- Consistently met productivity and quality benchmarks in a high-volume, deadline-driven environment.

Technical Skills

Compliance and Financial Crime – Foundational Knowledge: understanding of AML and KYC concepts,CDD/EDD , transaction monitoring principles,risk assessment,data validation,SOP adherence.
Tools:Microsoft Excel (Pivot Tables, Lookups, Data Validation), MS Word, MS PowerPoint, Google Sheets

Operational Exposure

- Supported transaction processing and data verification activities across operational workflows to ensure accuracy and completeness.
- Assisted team members by clarifying and communicating standard operating procedures (SOPs) to support accurate and timely submissions.
- Applied experience from US BFSI projects to follow compliance-driven workflows, quality standards, and defined escalation protocols.
- Consistently adhered to productivity, accuracy, and SLA expectations in team-based environments.