

# **Vishwadeep Rana**

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## **SUMMARY**

A diligent and detail-driven KYC Executive with [1] years of experience in the banking and financial services industry, currently working at Kotak Mahindra Bank. Skilled in performing thorough KYC checks, ensuring compliance with Anti-Money Laundering (AML) regulations, and supporting customer onboarding processes. Adept at analyzing customer data, conducting risk assessments, and identifying potential fraud or suspicious activities. Highly familiar with banking compliance standards and regulatory requirements, with a strong focus on maintaining accurate records and delivering quality service. Proficient in leveraging KYC software tools and databases to streamline processes and enhance operational efficiency.

## **EXPERIENCE**

### **KYC ASSOCIATE , Kotak Mahindra Bank**

02/2024-PRESENT

#### **Having 1+ Year Experience in Kotak Mahindra Bank as a KYC Associate**

- Coordinated with other departments to ensure smooth flow of operations.
- Managed customer service inquiries and complaints in a timely manner.
- Reviewed and verified customer identity documents, such as Pan Card and Aadhaar Card.
- Performed due diligence reviews of customer data to ensure compliance with KYC regulations.
- Advised clients on how to comply with applicable KYC laws and regulations.
- Maintained updated records of all customer identification data.
- Proficient in using Salesforce, KALPP, RD Service, and Mantra RD Service

## **KEY SKILLS**

- KYC Regulations,
- Ability to Work Independently and in a Team Due Diligence,
- Risk Management Document Verification Analytical and Research Skills
- CDD
- KYC/AML
- Compliance Risk Management

## **Certificates**

AML, KYC and Compliance From Udemy

## **Education**

- Bachelor of Computer science, Galgotias University 08/2019 – 2024 | Greater Noida, India
- Senior Secondary M.S COLLEGE BSEB 2019 | 68.9%
- Secondary MODERN PUBLIC SCHOOL CBSE 2017 | 09/10CGPA