

KARUNENDRA SINGH

Noida 201301
Mob- 7053051008
Email- Rathorekaran831@gmail.com

Summary

Reliable senior analyst with outstanding talents in client management, business operations and leadership. Strong project management skills with adroitness in successfully managing multiple tasks at any given point. Over a several-year background providing strategic analysis services to businesses.

Experience

TELUS DIGITAL **Noida**

Senior Analyst 05/2021- Current

- Participated in regular audits of KYC records, ensuring adherence to legal and regulatory frameworks
- Registered information on database to maintain accurate records of customers, tracking history and printing supporting documentation
- Processing death claims, verification of claim documents and claim settlement
- Handling billing related issues, verification of invalid checks, payments method and setup billing to auto debit
- Handling day to day query related to coverages, beneficiaries, payments, refunds, Medicare related issues, rates verification, appeals, dependents verification
- Conducting background checks and identifying red flags if any for onboarding clients
- Preparing day start reports and allocation of work also maintaining the internal database request created by clients itself
- Preparing internal audit reports and MIS sheets
- Doing quality check of Work orders processed by the other members
- Training new hires in team in all work flow also assisting in their day-to-day queries
- Handling weekly client calls and presenting the reports to the client
- Won multiple awards for having rating 1 throughout the year
- Hands-on experience of MS-Excel (Pivot, lookups, functions, charts), MS-Word

GENPACT INDIA PRIVATE LIMITED **Noida**

Analyst (03/2019 to 04/2021)

- Updated customer profiles with accurate information, maintaining high standards of data integrity
- Implemented corrective actions following audit findings, enhancing the effectiveness of KYC procedures
- Reconciliation of customer accounts, Trade confirmation, Transfers of accounts, Rework and Maintenance of customer accounts
- Conducting background checks and identifying red flags if any for onboarding corporate clients
- Review customer documents/ KYC and check in various global sanctions list
- Engaged in corporate fraud investigations, due diligence, financial analysis, market research, politically exposed person screening, compliance screening and relationship checks
- Conducted enhanced due diligence on politically exposed persons PEPs, minimizing reputational and financial risks
- Won three awards two silver and one bronze for working extraordinary

SKILLS

- Knowledge of business operations
- Technical understanding
- Client management
- Excel proficiency
- Account verification

LINKEDIN PROFILE

<https://www.linkedin.com/in/karunendra-rathore-448>

EDUCATION

Masters Of Business Administration
Chandigarh University (Institute of Distance & Online Learning)
March 2021- January 2023

Bachelor Of Commerce |Accounting and Business Management
Maharishi Dayanand University Rohtak
April 2015- December 2018