

# Varun Dubey

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## OBJECTIVE

To work for a company with an environment that helps to connect the dots between the academic knowledge and practical world and accepts the ideas which help to ease the process of working and to grow along with the entire workforce. To become a professional who is driven, result-oriented and team player with experience in Anti-Money Laundering the operations of an organization.

## EXPERIENCE

September  
2018 -  
August  
2020

- **Spice Money Private Limited**

Operations Executive-

Handling overall Document Verification, KYC verification and Bank statement verification.

Reconciliation, daily and monthly generate MIS reports analyzing the cases.

Ability to manage urgent and priorities multiple work requirements to meet deadlines.

Conducted CDD and Enhanced Due Diligence research of institution and entity through internal tools.

Determined and implemented additional steps, validating KYC risk compliance based.

February  
2021 -  
April  
2023

- **Care Health Insurance Private Limited**

Manager - Operations -

Conducted enhanced due diligence research of institution and entity through Internet tools.

Determined and implemented additional steps, validating KYC risk Compliance based on research of customer records, verifications of Account purpose and legitimacy, analysis of transaction activity.

Investigate AML GBR review, Screening review and Peer review.

Monitoring of clients for negative news that could pose an AML or reputational risk to the firm, Pep and sanctions.

Monitoring customer transaction based upon risk.

### TOOLS

Knowledge of different banking software such as:  
Passport,  
Lexis Nexis,  
KYCKR

April  
2023 -  
Till Now

- **TaskUs India Private Limited**

TaskUs India Private Limited Teammate Operations Process (Transactions Monitoring)-

Perform initial assessment of customers escalated as high risk.

Ensuring that assigned processing is performed according to the standard set forth by the Bank in addition to government and industry regulations.

Working with global colleges to investigate possible money laundering activities.

Handling sensitive or confidential information.

Due Diligence analysis on individual/ organizations.

Undertake research, documents checks, and financial crime risk assessment via internal and external sources.

Perform screening like sanction/PEP/Adverse media.

Sanction screening and PEP screening in investment bank.

Prevention of Anti-Money laundering and Terrorist financing.

Identify and analyses alerts generated by the monitoring system in order to identify potentially suspicious activity.

Escalate any red flags and potential risks to the escalation team.

Perform background information check to identify if account holder is Politically Exposed Person (PEP), Relatives and Close Associates (RCA) or impacted by any Negative News (NN).

Process- Compliance (PEP- Politically Exposed Person & Sanction).

Perform independently check of KYC information provided by clients.

Tools:-

BO

RDC

Confluence

## EDUCATION

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|-----------|---|
| 2020-2022 | <ul style="list-style-type: none"><li>• <b>Master of Business Administration (MBA)</b><br/>Swami Vivekananda Subharthi University<br/>66%</li></ul> |
| 2015-2018 | <ul style="list-style-type: none"><li>• <b>Bachelor of Commerce (B.com)</b><br/>University of Allahabad<br/>51%</li></ul>                           |

## SKILLS

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Advance MS Excel, Word  
Operations Knowledge Risk  
Management Problem Solving  
Team Building Active Listening



## PERSONAL INFORMATION

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- Date of Birth - 10 December 1999
- Gender - Male
- Nationality - Indian
- Launguage Known - English & Hindi

## HOBBIES

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- Playing Cricket
- Listening Music
- Movies