

PROFESSIONAL SUMMARY

1 year of experience in Business Service Operations with strong Analytical Skills, Communications Skills, Service quality along with an emphasis on improving efficiency, Productivity, Organizational consistency. Successful investigating large record sets to make accurate evaluations of structures and practices. Experienced in reviewing financial documents and digital records. Ability to handle multiple projects simultaneously with a high degree of accuracy. Hardworking team player bringing necessary experience and knowledge to tackle any operational demand. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. To Succeed in an environment of growth and excellence and earn a job which provides satisfaction and self-development and help to achieve organizational goal.

SKILLS:

- AML/CFT
- Corporate KYC
- KYC/Due Diligence (CDD/EDD/SD D)
- PEP Screening
- Sanctions Screening
- Transaction Monitoring
- Public Research
- Knowledge of MS- office
- Good communication skills

SHUBHAM KUMAR

EXPERIENCE

April 2024 – August 2024

❖ **AML ANALYST “Teleperformance Pvt. Ltd.” Mumbai**

- Conducting Enhanced Due Diligence on customers identified as PEPs, including verifying their source of wealth, reviewing their transactions for potential risks and ensure accuracy of the collected KYC documents, such as passports, driver's licenses and utility bills etc.
- Gathering detailed information about the customer's background, business and financial activities.
- Assessing the customer's risk level based on their profile and behavior.
- Implementing tailored risk mitigation measures, such as:
 - Enhanced transaction monitoring
 - Regular updates on customer information
 - Additional documentation requirements
- Ongoing monitoring and review of the customer's risk profile
- **Transaction Details:** Details about the transactions involved in the suspicious activity.
- **Reason for Suspicious:** The reason(s) why the activity is considered suspicious in narrative form.

January 2023 – August 2023

❖ **Sub- Work Leader “Yamato Logistics India Pvt. Ltd.” Gurgaon**

- Team Leadership, Team Motivation, Leading Positive change.
- Built and maintained productive relationship with employees.
- Contacted new and existing customers to discuss how their needs could be met with specific Product & services.

TOOLS

- *Lexis Nexis*
- *Notary*
- *Regulator Page*
- *EDD Backoffice*
- *EDD Portal*
- *World Compliance*

ADDITIONAL INFORMATION

- Intend to build career in leading with corporate high tech environment with committed and dedicated people, which will help me to explore myself fully and help the company to achieve its goal.

ACHIEVEMENTS:

- Completed Advanced Diploma Computer Application (ADCA) Certificates from Rashtriya Gramin Vikas Trust, Delhi
- Completed Kushal Yuva Program (KYP) Certificates from Bihar Skill Development Mission
- Worked as a Volunteer in Swasth Mahila Swasth Bihar Campaign.

EDUCATION

2021
BCA – PATNA UNIVERSITY | BN College, Patna
Percentage: 78%

2018
12th – BSEB BOARD | RKK College, Purnea
Percentage: 57.2%

2016
10th – CBSE BOARD | Bright Career School, Purnea
Percentage: 8 CGPA

INTERESTS

HOBBIES AND INTEREST- Watching movies, exploring new places, Vlogging, Cooking, Listening Songs, Spending time with family & friends etc.

PERSONAL DETAILS

Date of birth – 25th Dec, 2000
Father's Name – Sanjeev Singh
Mother's Name – Sugandha Devi
Permanent Address – Shivnagar, DRCC Road, Govt. Polytechnic College, Purnea
Nationality – Indian
Language Known – ENGLISH, HINDI & REGIONAL
Willingness to Relocate – Yes

DECLARATION

I hereby declare that information furnished above is true to the best of my knowledge and belief.

Shubham Kumar