MANVI RATHI

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CAREER OBJECTIVE

A results-driven professional with 3 years of experience specializing in lease abstraction, legal support, and anti-money laundering (AML) compliance. Adept at analyzing complex legal documents, conducting due diligence, ensuring compliance with regulatory standards, and managing risk in various legal contexts. I am seeking an AML and KYC role where I can utilize my legal expertise and experience in regulatory compliance, document analysis, and risk management to enhance operational processes, ensure adherence to laws, and mitigate potential risks

PROFESSIONAL EXPERIENCE

1. Lease Abstraction Analyst – Jones Lang LaSalle (30-May-2024 to Current)

- Conducted thorough reviews and analyses of complex lease documents, identifying key financial and legal terms.
- Extracted and summarized essential lease terms to ensure clear and accessible information.
- Ensured precise entry of lease data into the property management system, maintaining high standards of data integrity.
- Monitored critical lease dates and compliance, mitigating risks and ensuring adherence to contractual obligations.
- Supported lease audits and portfolio analysis, contributing to the enhancement of lease management practices.
- Fostered strong professional relationships through effective communication with team members, clients, and stakeholders.

2. Legal Associate – Provana (7-Nov-2022 to 28-May-2024)

- Delivered extensive debt collection services and veteran affairs claims legal support to a diverse portfolio of U.S-based law firms.
- Served as a Quality Analyst, overseeing the quality assurance of legal documents and processes.
- Proficient in legal and administrative tools including Hubbard, BRP image, Qlaw, and collection services.
- Knowing the U.S legal systems and laws related to the federal civil procedure code, discoveries rules, FDCPA, FCPA and HIPPA & other federal laws.

3. Anti-Money Laundering Associate – Paytm (4-Apr-2022 to 4-Oct-2022)

- Conducted thorough PEP (Politically Exposed Person) and sanction screening to identify and assess high-risk individuals and entities.
- Monitored transaction patterns and flagged suspicious activities in line with AML regulations, ensuring compliance with legal and regulatory standards.
- Performed in-depth investigations and due diligence on flagged accounts, ensuring timely escalation of suspicious activity reports (SARs).
- Assisted in maintaining accurate records and documentation of investigations to support audit and regulatory requirements.

- Collaborated with internal teams to ensure adherence to AML policies, enhancing overall compliance and risk management strategies.
- Collaborated with compliance, legal, and operations teams to effectively escalate and resolve KYC discrepancies.
- Conducted end-to-end KYC reviews for retail and corporate clients, ensuring compliance with regulatory and internal policies.

KEY SKILLS

- Transaction Monitoring
- Sanction Screening
- Know Your Customer reviews
- Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD)
- Analyzing Transaction Details
- Problem Solver and Investigative Mindset
- Knowledge of MS Office (Word, PowerPoint, Excel)
- Communication and Stakeholder management

EDUCATION QUALIFICATION

- **LL.B.** – Dewan Law College, Chaudhary Charan Singh University- (2019- 2022).

- **B.A (Hons) – Political Science** - Kamala Nehru College, Delhi University- (2015- 2018).

- **Intermediate** in Humanities – MPS, Meerut in 2015.

- **Senior Secondary** – MPS, Meerut in 2013.

DECLARATION

I hereby declare that all the above-furnished information is true to my knowledge and I will be responsible for any discrepancy.