

# SHIVAM SINGHANIA

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## EDUCATIONAL QUALIFICATIONS

Course (Stream)/Examination	Institution/University	Year of Passing	Performance
Bachelor of Business Administration	Maharaja Agrasen Institute of Management Studies (GGSIIP University)	2019	65%
AISSEE (Commerce)	Trident Public School (Muzaffarpur)	2016	350/500 [70%]
AISSE	Paramount Academy (Muzaffarpur)	2014	9.6 CGPA

## WORK EXPERIENCE

- **Concentrix India** (18 months, Nov 2023 – Apr 2025)
  - Worked as a Senior representative in operations department for the UAE based bank in the AML process involving transactions monitoring, screening, PEP-CTF screening, CDD & EDD verification
  - Conducted thorough risk assessments based on business nature, transaction locations, and identified red flags; employed advanced screening tools including Passfort and Napier to evaluate over 450 profiles monthly.
  - Rewarded for exemplary performance in Q2' 2024
- **American Express** (16 months, June 2022- Sept 2023)
  - Worked as a Compliance assistant in FIU process which includes screening KYC (CDD & EDD) & transaction monitoring
  - Managed daily workload of handling approximately 320+ client requests per month related to foreign exchange payment processes, streamlining operations through targeted performance monitoring techniques.
  - Rewarded for outstanding contribution in Q1'2022
- **Manpower Group Services** (12 months, July 2021- June 2022)
  - Analyzed complex financial data concerning high-risk clients during the sanction screening process; identified key trends that enhanced decision-making speed by reducing review times from three days down to one day
  - Led the allocation of work and supervised the team's daily reporting tasks.
- **Genpact India Pvt. Ltd.** (25 months, June 2019 – July 2021)
  - Worked in Customer service as a **Risk Analyst** (Process Associate) in AML domain, handled matters as an SME specialized in AML & KYC domain including CDD and EDD performing risk assessment on customer's profiles during on boarding as per AML norms for one of the leading banks in Australia. Also, reporting daily alerts to AUSTRAC as per defined guidelines
  - Providing extensive domain knowledge in Banking Operation, specifically into customer due diligence, Transactions Monitoring, counter terrorism financing & screening of politically exposed persons
  - Rewarded bronze medals for outstanding contribution for two quarters.

## INTERNSHIPS

- **Spiritually Yours Pvt. Ltd.** (8 weeks, June - July, 2018)
  - Conducted secondary research, data extraction, document conversion, data analysis for yoga industry in Delhi NCR along with handling operational support work for the company to make sure smooth running of the website
- **Himalya International Limited** (8 weeks, June - July, 2017)
  - Conducted primary research, data collection & monitoring for food processing industry in Delhi-NCR
  - Organized meetings with area manager to promote products in B2B which leads to overall business development

## PROJECTS UNDERTAKEN

- **Financial Analysis(EY)** (Sep - Nov, 2017)
  - Analyzed the company profile and financial statements and get to know about its aim towards society welfare

## OTHER INTEREST & ACTIVITIES

- Participated in "Young India Know Thyself- A Leadership Program" organized by Vivekananda Kendra, Delhi
- Participated in Awareness Rally, training cum workshop & conference on Protection of Child Rights in digital age as an NSS volunteer, GGSIPIU