Hritik Gupta
AssistantManager| BBA
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Professional Summary

Company	Role/Department	Years of experience
HDFC BANK	Assistant Manager - Operation	Dec 2022 - May 2025

Roles and Responsibilities

- **AML Expertise**: Proficient in Anti-Money Laundering (AML) concepts, with up-to-date knowledge of the latest industry trends and developments and skilled in client onboarding, sanction screening, remediation, and periodic reviews.
- **Client-Focused Communication:** Excellent communication and presentation skills, with a strong focus on client needs and relationship management.
- **Self-Starter:** Demonstrates a proactive approach to learning and developing expertise in financial crime and AML risk management.
- **Financial Crime Risk Evaluation:** Skilled in assessing financial crime risks for financial institutions, identifying their impact, and recommending mitigation strategies.
- **KYC, CDD and EDD**: Extensive experience in managing KYC processes, conducting Customer Due Diligence(CDD), Enhanced Due Diligence (EDD) including MHA, Rule Engine, CIC, and AML procedures.
- **Analytical and Research Skills:** Strong ability to apply research and analytical skills to various engagements, including database research, financial statement reviews, and document analysis.
- **Client Interaction for AML Prevention**: Proficient in interacting with clients and external sources to gather relevant information and assist in detecting and preventing AML risks.
- **Legal Document Analysis:** Skilled in reading and interpreting legal documents, assessing their impact on financial analyses, and communicating findings with team members.
- **Team Collaboration and Attention to Detail:** Works efficiently in complex team environments, contributing to team and client meetings with strong attention to detail and a commitment to confidentiality and ethics.
- **Technical and Management Skills**: Strong Microsoft Office, internet, and computer skills, complemented by excellent people and stakeholder management capabilities, with the ability to travel for client engagements as needed.

Skills Set

- Fraud Detection/ KYC/ AML
- Financial Crime Prevention
- Regulatory Awareness
- Adaptability & Negotiation
- Operational Efficiency
- Microsoft office (Word, Excel, Power Point)
- Forex Transactions / RTGS / NEFT
- Accounting software
- Stakeholder Management

Academic Qualification

Qualification	Period	Universities
BBA	Aug 2018 - May 2021	CCSU
XII	March, 2018	CBSE
X	March, 2016	CBSE

Date :

Signature : Hritik Gupta

Certifications

- Fraud Investigation & Internal Audit Overview || Riskpro IndiaRiskpro India || Issued Sep 2024 · Expires Sep 2026
- Fraud Risk Management - Brief Overview (For Beginners) || Riskpro IndiaRiskpro India || Issued Sep 2024 · Expires Sep 2026

Other Interests

- Travelling
- Reading

Date :   Signature : Hritik Gupta