

**Srishty Dubey**  
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**Seeking assignments in Banking Finance (BFS) Operations with scope of learning, innovation and career Development with a growth-oriented organization.**

#### **AN OVERVIEW**

- ✓ Having 8 years work experience in Banking Operations; (AML/KYC, CDD, EDD, SDD, Transition Monitoring, Cards)
- ✓ Independently handling Production part as well as Reporting and Quality check
- ✓ Depth understanding of MS Excel, Word & Power Point.

#### **PROFESSIONAL HISTORY**

**Presently working with WNS Pvt Ltd. as a Senior associate, AML/KYC Domain from 16th October 2023 to present.**

**Functional Area (Role): Banking Operations-BFSI (KYC/AML)**

#### **Key Responsibilities Area**

- Independent handling work allocations, Production and Quality check.
- Maintaining EOD report on regular basis and directly report to manager.
- Handling Email queries and share updates with the team.
- Maintaining Production tracker & updating on regular basis.
- Periodical check and validate all the production numbers and ensure we do not miss SLA (Service Level Agreement).
- Maintain attendance tracker, Monthly Report and VIC Report (Variable incentive compensation)
- Weekly reconciliations maintain and update to the respective Management. (manager)
- I am part of CSR activities, we always try to participate and give contribution, I have got many appreciations for performing well in CSR activities also Got appreciation email from higher authority's multiple times.

#### **Additional responsibilities:**

- Part of the CSR activity and HR Spoc in Team.

#### **Achievements**

- I have got bronze award thrice time and one-time silver award for overall outstanding performance in team.
- I have got multiple time client appreciation emails and
- One times got gift for participating in singing competition.

#### **Experience:**

- Officer in WIPRO (28<sup>th</sup> Feb-2016 to 29<sup>th</sup> Feb-2017)
- Process Developer, GENPACT Pvt. Ltd (22<sup>nd</sup> march-2017 to 14<sup>th</sup> oct 2023)

### Project work 1:

#### Role:- Subject Matter Expert in On boarding and NTB Team (KYC Process)

Onboarding is the process of banks embarking on a new relationship with their clients.

It has several steps to gather Essential information on the client and perform regulatory, legal, and credit-related due diligence with identity checks.

KYC process includes ID card verification, face verification, document verification such as utility bills as proof of address, And biometric verification.

The first step in the KYC procedure is to collect personal information about the customer.

They are required to fill an online KYC registration form on their preferred portal through which they wish to carry out financial transactions.

Anti-money laundering (AML) client onboarding is the beginning of the relationship between a financial service and a customer.

Onboarding is the point at which a business must collect a range of important information about their customers as part of the Customer due diligence (CDD) and know your customer (KYC) process

Customer Acceptance Policy; Customer Identification Procedures; Monitoring of Transactions; and Risk Management.

The AML KYC onboarding lifecycle involves five distinct phases that are listed and explained below:

Customer Identification Program (CIP)

Customer due diligence (CDD) Enhanced due diligence (EDD) Account opening.

To help the new employee understand their role, responsibilities, and ownerships. company mission, vision, Priorities, and business goals.

To familiarize them with the company culture, policies, and organizational structure.

### Project work 2:

#### Role:- Subject Matter Expert in Off boarding Team (KYC Process)

Working as a Process developer, KYC/AML Domain in Genpact. I do work in off-boarding team which is a part of KYC, basically we do work on inactive customers who have been no longer part of the business and some of not doing any transactions so as per the provided back book we need to deactivate all the inactive customers from all deactivation platforms, before doing any deactivation we need maintain all sheets and send an email along with the required attachments and take approvals from RM's on email, after receiving approval we need to deactivate all products on different stages and create a SharePoint for client future reference, in case of client need to know about the case they can check by share point number.

### Project Work3:

Currently I am Working as an senior associate and working in AML/KYC process based on UAE,

Conducting enhanced due diligence on customers with risk rating as High and Very High

Conduct screening using Fircosoft, as well as doing adverse media check using google strings.

Applications used are T24, Google Screening, Fircosoft Screening, CRAM, DMS, BPMS.

Performing review on high, medium High, low and medium low risk clients and ensuring that all the regulatory requirements are meet. To review Screening checks, PEP identification and verification, Negative and Adverse news

## ACADEMICS

Examination Passed	Board / University	Institution	Academic Year
M.COM	IGNOU	IGNOU	2014-2017
Sr. Secondary (+12)	CBSE Board	S.K.V Gandhi Nagar School	2010-2011

## Skills

- Able to work hassle-free in any operating system
- Expert in Microsoft Office, Google workspace
- Analytical skills and Team player
- Team Management and Delegation of work.

## Hobbies

- Singing and Food blogging (Love to explore new food)
- Travel

## PERSONAL DOSSIER

- Name : Srishty Dubey
- Father Name : Mr. Anil Kumar Dubey
- Date of Birth : 10<sup>th</sup>January, 1994
- Marital Status : Unmarried
- Gender : Female
- Languages Known : English, Hindi