

TEJENDRA SINGH

DEPUTY MANAGER

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Noida Sector 76



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ABOUT ME

Dynamic and detail-oriented banking professional with over 3 years of experience in AML/KYC compliance, transaction monitoring, CDD/EDD, and financial crime risk management. Proven track record in retail banking operations, client relationship management, and regulatory compliance, with strong expertise in account opening, portfolio handling, and risk assessment. Adept at ensuring 100% adherence to internal and external guidelines, mitigating operational risks, and delivering exceptional client service. Highly adaptable, willing to relocate and shift to new verticals, and available for immediate joining.

EDUCATION

2020 - 2022 **Master of Business Management**

Maharaja Agarsen Himalayan Garhwal University

2017 - 2020 **Bachelor of Science**

Swami Vivekanand Subharti University

EXPERIENCE

18/04/2023 -

09/06/2025

ICICI BANK LTD

Deputy Manager

- Manage end-to-end corporate client onboarding processes in alignment with KYC, AML, and global regulatory requirements.
- Perform Client Due Diligence (CDD) and Enhanced Due Diligence (EDD), screening against sanctions, PEP lists, and adverse media.
- Support the Pre-Trade Life Cycle by ensuring timely and compliant client setup prior to trade execution.
- Verify and process corporate documentation, ensuring accuracy and completeness for multi-jurisdictional compliance.
- Collaborate with stakeholders to resolve onboarding issues and ensure smooth transition to trading activities.
- Maintain knowledge of asset classes including equities, fixed income, derivatives, and alternative investments for accurate client classification.
- Prepare onboarding status reports, track progress against SLAs, and escalate potential risks to compliance teams.

2022 - 2023

IndiaMart Intermesh Ltd

Assistant Manager

- Build and manage productive, professional relationships with clients.
- Generate revenue by upselling other services and achieving fortnight, monthly client retention and revenue targets.
- Ensure clients are using and deriving benefit from Indiamart.

2022 - 2022

Solutions Offshoot

- Approve, reject, or coordinate the approval of files.

- Checking and disbursing files.

- Credit Risk Assessment: Expert in evaluating credit worthiness and risk factors using advanced analytical models.

- Financial Analysis: Proficient in analysing financial statements, credit reports, and economic trends to make informed credit decisions.

SKILLS

<ul style="list-style-type: none">AML (Anti-Money Laundering)KYC (Know Your Customer)CDD/EDD (Customer & Enhanced Due Diligence)Transaction Monitoring	<ul style="list-style-type: none">Suspicious Transaction Reporting (STR)Client Onboarding & RemediationSanctions ScreeningRegulatory ComplianceFinancial Crime Risk Management
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REFERENCES

Ashish Kumar

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Satya Micro Housing
Finance Pvt. Ltd.

Amir Khan

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ICICI BANK LTD