



# Akash mishra

Transaction Processing  
Associate

## PROFILE SUMMARY

Experienced Transaction Processing Analyst with expertise in EDD, customer risk assessment, and anti-money laundering. Reviewed transactions for potential illegal activities, resulting in the drafting and filing of comprehensive SARs. Ensured timely submission of SARs, adhering to established deadlines. As an MIS Executive, implemented automated data collection processes, increasing efficiency by 30%. Developed and maintained complex Excel models, reducing reporting errors by 25%. Collaborated to streamline data management processes, leading to a 20% improvement in data accessibility. Proficient in PowerPoint, Power BI, and Excel. Seeking opportunities to leverage transaction expertise and analytical skills in a dynamic environment.

## EDUCATION

2018

B.Tech/B.E.

United College of Engineering and  
Management

## WORK EXPERIENCE

Jun 2022 - Feb  
2023

Transaction Processing Associate

**Concentrix**

- Successfully processed and reviewed over 500 transactions daily with 98% accuracy, ensuring compliance with EDD regulations and guidelines.
- Developed and implemented new data management system, resulting in a 20% increase in efficiency and a 15% reduction in processing time.
- Conducted thorough research and analysis, leading to the identification and rectification of discrepancies, thereby ensuring the integrity of financial transactions.

Sep 2018 - Sep  
2021

MIS Executive

**Mm Enviro Projects**

1. Implemented automated data collection and reporting processes, resulting in a 30% increase in efficiency and accuracy of MIS reports.
2. Developed and maintained complex Excel models to analyze project data, reducing reporting errors by 25%.
3. Collaborated with cross-functional teams to streamline data management processes, leading to a 20% improvement in data accessibility and usability.

Jan 2022 - Apr  
2022

Engineer Trainee

**Frick India**

## PERSONAL INFORMATION

- ✉ Email  
mishraakash385@gmail.com
- 📞 Mobile  
(+91) 7237057047
- 📁 Total work experience  
4 Years 0 Month

## KEY SKILLS

- PowerPoint
- Power BI
- Excel
- Transaction Analysis
- Transaction Advisory Services Consultant

## OTHER PERSONAL DETAILS

- City Gurugram
- Country INDIA

## LANGUAGES

- English
- hindi

As a Trainee Engineer, I supported senior engineering teams in daily operations, contributing to the planning, development, and execution of technical tasks. I gained hands-on experience with industry tools, improved my problem-solving abilities, and learned practical applications of engineering principles in a real-world work environment. This role helped me build a strong foundation in teamwork, technical documentation, and professional communication.

Dec 2024 - Jan  
2025

Credit Executive

**spinny capital pvt ltd**

As a Credit Executive, I was responsible for evaluating credit applications, assessing customer creditworthiness, and ensuring timely collection of outstanding dues. I worked closely with sales and finance teams to manage credit limits, reduce credit risk, and maintain healthy cash flow for the organization.