

NIDHI KATHWALIYA

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MBA in Finance with hands-on experience in-wealth management sector, Currently working as a Process Associate at Genpact. Ensure adherence to regulatory standards (AML, KYC, CDD) while managing sensitive client information. Handled clients financial data with accuracy and confidentiality, including documents verification, data management, risk management and compliance check within wealth management operations.

EDUCATIONAL QUALIFICATIONS

MBA (Finance & Business Analytic)	Panipat Institute of Engineering & Technology	2023
Bachelors of Commerce Honors	Arya PG College Panipat	2021
CBSE (CLASS XII)	Jawahar Navodaya Vidyalaya School	2018
CBSE (CLASS X)	Jawahar Navodaya Vidyalaya School	2016

PROFESSIONAL EXPERIENCE

Process Associate | Genpact July 2025-Oct 2025

- Manage end to end onboarding of high net worth clients, including opening of investment and accounts in adherence with KYC and AML.
- Handle fund transfers, account maintenance, and transaction monitoring , ensuring timely execution and compliance with internal controls.
- Conduct detailed verification of client documentation to mitigate financial crime risks and ensure regulatory compliance.
- Coordinate with compliance and operations teams to resolve discrepancies, support audits, and maintain data integrity across wealth management platforms.

Associate Service Consultant | Policy Bazar.com Sep 2024 - July 2025

- Handled client's policy-related queries, renewals, endorsements, sensitive data and documentation verification and KYC of the customers.
- Acted as a liaison between customers and insurance providers to ensure timely resolution of issues such as claim status, policy changes, and grievances.
- Worked closely with cross-functional teams including underwriting, claims, and technical support to expedite customer solutions.
- Conducted Customer Due Diligence (CDD) by reviewing identity documents, address proofs, and income-related documents during insurance policy renewals, ensuring compliance with internal and regulatory standards (IRDAI and RBI).

Business Development Executive | Big Assets Infra Oct 2023 – July 2024

- Attained strong knowledge on the components of financial statement and consideration and compliance rules of RERA 2016.
- Reviewing financial documents which include Income Statements and Segregate the funds into different types of Assets.
- Preparation and updating wealth of the customer on regular basis with the help of higher interest rate of the Assets.

AHIEVEMENTS

- Review and validate wealth management documentation, maintaining high standards of accuracy and regulatory adherence.
- Maintained a **zero-non-compliance record** during Internal audits by **customer due diligence (CDD) and KYC** protocols
- Ensured **100% Adherence to RBI/IRDAI** guidelines.
- Flagged Potential inconsistencies in customer documents and escalated high-risk cases for enhanced due diligence (EDD).

PROJECTS UNDERTAKEN

A Study on Analysis on Loan and Advance offered by ICICI Bank Jan 2023 - Feb 2023

- Study the different types of the products and services provided by the ICICI Bank.
- To determine the trend of the interest rate, loans and financial services using the technical analysis.
- To analyze & predict future movements in demands of the ICICI products like Loans and Advances.

SKILLS & LANGUAGES

SKILLS	Advanced Excel, Accounting Standards, PowerPoint, Web Designing, Time Management, Empathy, KYC, CDD, Due Diligence
LANGUAGES	Hindi, English, Urdu