

**Nidhi Dubey**  
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Entry-level compliance professional with strong analytical skills, knowledge of AML concepts, and hands-on experience with data analysis tools such as Excel. Adept at problem-solving, research, attention to detail and working independently under pressure. Passionate about financial crime prevention and eager to contribute to FIU operations.

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## SKILLS

- Anti-Money Laundering (AML) Awareness
- Know Your Customer (KYC) (understanding)
- Sanctions Screening (preferred knowledge)
- Enhanced Due Diligence (EDD)
- Fraud/Risk Analysis
- Data Analysis (Excel, MS Word, PowerPoint, MS Office)
- Effective communication & Writing Skills
- Interpersonal skills & building relationships

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## CERTIFICATIONS

- **Anti-Money Laundering Concepts** – Udemy, July 2025
- **Customer Due Diligence & Know Your Customer Fundamentals** – Udemy, July 2025
- **Diploma in Information Technology** – Digital Institute of Computer Education, August 2019

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## EXPERIENCE

### Intern - Office of the Member of Parliament, New Delhi

December 2024

- Conducted regulatory impact research on governance, banking oversight, and anti-financial crime frameworks, aligning findings with PMLA, FATF recommendations, and AML compliance standards; compiled detailed documentation in MS Office that enhanced compliance reporting efficiency by 25%.
- Prepared and reviewed 10+ governance and compliance modules with 100% factual accuracy, using strong writing skills and documentation checks to ensure alignment with legislative, regulatory, and anti-money laundering requirements, reducing review revisions by 15%.

### Intern - Nyayasarthak, New Delhi

July 2024

- Conducted legal due diligence on client onboarding documents, reviewing identities, ownership structures, and verification records to ensure compliance with statutory and contractual requirements.
- Reviewed and drafted 10+ legal and contractual documents with 100% accuracy using my writing skills ensuring alignment with applicable laws, regulatory standards, and organizational policies.
- Identified potential legal and compliance risks in client case files and assisted in drafting recommendations to support effective risk mitigation and proper documentation.

### Intern - Twisting Ears Research Center, New Delhi

June 2024

- Researched 25+ Supreme Court rulings on financial regulations and compliance governance, using strong writing skills to draft clear client presentations that improved their legal and compliance understanding by 30%
- Drafted 2 writ petitions, 1 revision petition, and 1 criminal complaint, ensuring 100% adherence to procedural compliance requirements.
- Prepared submissions to regulatory bodies (RTI) to enhance transparency and support governance compliance.
- Compiled and verified 10+ evidence packages with thorough documentation checks in MS Office, reducing errors and cutting review time by 20% while mirroring compliance file preparation processes.

### Intern - AOR at the Supreme Court of India, New Delhi

September 2023

- Conducted precedent-based research to identify regulatory compliance risks in litigation strategies.
- Assisted in compliance documentation reviews and procedural audits during 5+ court hearings.

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## EDUCATION

### Bachelor of Laws (B.A.LL.B)

*Mewar Law Institute, Vasundhara – 2020-2025*

### Intermediate - Commerce

*St. Joseph's Academy, Ghaziabad – 2019-2020*

### Matriculation

*St. Joseph's Academy, Ghaziabad – 2017-2018*