

# VISHWATOSH DIXIT

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## Professional Summary

Detail-oriented and analytical Financial Process Associate with 1 year and 8 months of experience in Anti-Money Laundering (AML), Know Your Customer (KYC), and financial crime analysis. Proficient in conducting due diligence reviews, transaction monitoring, and documentation verification. Skilled in maintaining compliance with regulatory frameworks and ensuring data accuracy in financial processes.

## Key Skills

- Anti-Money Laundering (AML)
- Know Your Customer (KYC)
- Due Diligence Review
- Transaction Monitoring
- MIS Reporting
- Team Leadership & Training
- Financial Crime Investigation
- MS Office (Word, PowerPoint, Excel)
- Analytical Thinking
- Communication Skills

## Work Experience

### Financial Process Associate | HCLTech (08/2023 – 05/2025)

- Conducted KYC and AML checks for financial clients ensuring compliance with regulatory standards.
- Reviewed and verified client documents for accuracy and authenticity.
- Assisted in transaction monitoring and reporting of suspicious activities.
- Collaborated with compliance teams to maintain audit readiness and minimize financial risks.
- Gained hands-on experience in financial crime analysis with Allied Irish Bank (Project: 772 days).
- Prepared MIS (Management Information System) reports for process performance and audit tracking.
- Led team training sessions for new associates on AML procedures and KYC documentation standards.

## Education

Bachelor of Commerce (B.Com) | Lucknow University | 2016 | Grade: 60%

12th (ISC) | CISCE | 2013 | Grade: 70–74.9%

10th (ICSE) | CISCE | 2011 | Grade: 70–74.9%

## Certifications

O LEVEL – National Institute of Electronics & Information Technology (NIELIT)

## Languages

English (Fluent)

Hindi (Fluent)

## **Hobbies & Interests**

Traveling, Volunteering for Charity, and Playing Outdoor Games.