

# Nupur Chatterjee

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ABOUT			
Dynamic professional with 3 years of experience spanning <b>compliance</b> and the <b>US mortgage domain</b> . Proficient in regulatory adherence, risk management, and process optimization. Adept at ensuring compliance with industry standards, monitoring financial activities, and conducting detailed reviews to mitigate risks. Seeking to leverage expertise in a challenging role to drive organizational success and uphold regulatory integrity.			
EDUCATIONAL BACKGROUND			
Year	Degree	Institute	%/CGPA
2021-2023	MBA (Finance & Marketing)	Arka Jain University, JSR	7.78/10
2018-2021	B. Com (Accounts)	Jamshedpur Women's College, JSR	9.14/10
2018	Intermediate - CBSE	D.A.V Public School, JSR	62.00 %
2016	Matriculation - ICSE	Sri Krishna Public School, JSR	85.60 %
SKILLS			
▪ Critical Thinking	▪ Fraud Control & Report	▪ Regulatory Compliance	▪ Analytical Skill
▪ Transaction Monitoring	▪ Risk Assessment / Quality Assurance	▪ AML / CDD / SAR / EDD	▪ Report & Analysis
▪ SAP FICO ECC 6.0	▪ Financial Analysis & Reporting	▪ MS office	▪ Accounting Knowledge
PROFESSIONAL EXPERIENCE			
Balboa Tech Pvt Ltd		Title Review Specialist	May,2024 - Present
Responsibilities	<ul style="list-style-type: none"><li>▪ Review public records, legal documents, and title insurance policies to verify the accuracy and completeness of property titles.</li><li>▪ Analyze and interpret complex legal descriptions, deeds, mortgages, and other related documents.</li><li>▪ Ensure all title review activities comply with state and federal regulations, as well as company policies and procedures by conducting in-depth research using various database</li><li>▪ Implement best practices and standard operating procedures to improve the efficiency and effectiveness of the title review process.</li><li>▪ Communicate effectively with clients, real estate professionals, and internal team members regarding the status of title reviews and any issues that need to be addressed.</li></ul>		
HDFC Bank		AML & KYC Analyst	Sep,2023-May,2024
Responsibilities	<ul style="list-style-type: none"><li>▪ Conducted comprehensive CDD and EDD on new and existing clients, ensuring compliance with AML &amp; KYC regulations.</li><li>▪ Monitored and analyzed customer transactions, identifying and reporting suspicious activities through Suspicious Activity Reports (SARs).</li><li>▪ Stayed current with AML &amp; KYC regulations, assisting in the development implementation of relevant policies &amp; procedures.</li><li>▪ Analyzed customer data to identify patterns of potential financial crime, maintaining accurate documentation for all activities.</li><li>▪ Performed customer screening against watch lists and conducted periodic reviews of high-risk accounts.</li><li>▪ Assess the risk profile of clients based on various factors, including geographic location, business type, and transaction patterns.</li><li>▪ Ensuring all data has been documented as per regulations and compliance guidelines.</li></ul>		
Tata Consultancy Services Ltd.		AML Analyst	July,2021– Mar, 2022
Responsibilities	<ul style="list-style-type: none"><li>▪ Perform Investigation on Disputes raised by customers for card transactions (Credit Card, Debit Card, ATM/PIN, POS) to determine if an Unauthorized transaction or Fraud has occurred and take appropriate actions to help resolve the claim within required Turnaround Time (TAT).</li><li>▪ Evaluate and verify the accuracy and authenticity of customer-submitted documents, such as identification proofs and financial statements.</li><li>▪ Investigation Involves Deep Transactions Monitoring on Debit/Credit Cards to find out the suspicious activities in bank account.</li><li>▪ Analyzing abnormal activities in bank accounts such as High Dollar Unauthorized Transactions, Abnormal Spending Pattern, etc.</li><li>▪ Fraud report of Disputed Transactions with Visa Network on Visa Resolve Online (VROL).</li><li>▪ Collaborating with law enforcement and regulatory agencies as needed &amp; providing training to staff on AML.</li></ul>		

INTERNSHIP				
Viper ERP Solution Pvt (L)		SAP FICO Intern		Feb,2023– July, 2023
Responsibilities	<ul style="list-style-type: none"><li>▪ Creating &amp; Defining Organization Structure, G/L, Vendor and Customer master data, Accounts Receivable &amp; Accounts Payable.</li><li>▪ Posting the Entries in G/L, Vendor A/C, Customer A/C, Accounts Payable and Receivables</li><li>▪ Generating &amp; taking care of various SAP reports like Trial Balance, vendors, TDS payment</li><li>▪ Configured Automatic Payment Program for Outgoing Payments which included Payment Terms, House Bank accounts, Ranking Order of Bank Accounts</li></ul>			
Adityapur Autocluster Pvt Ltd.		Finance Intern		Sep,2022 – Oct, 2022
Responsibilities	<ul style="list-style-type: none"><li>▪ Analysis of financial statements for the provided financial year, like Ratio Analysis, etc.</li><li>▪ Learnt Business analysis, Corporate Valuation, and financial planning.</li><li>▪ Given suggestions on Areas of improvement and opportunities for the management</li></ul>			
EXTRACURRICULAR ACTIVITIES				
Competition & Cultural Events	<ul style="list-style-type: none"><li>▪ Won 1st prize out of <b>50+</b> students for model-making conducted by <b>Inter-level schools</b>.</li><li>▪ Won 1st prize out of <b>100+</b> participants in a drawing competition held by <b>TATA STEE</b>.</li><li>▪ Won 1st prize out of <b>50+</b> students for a cultural theme competition conducted by the school</li></ul>			
Certifications	<ul style="list-style-type: none"><li>▪ Completed a <b>3 hrs.+</b> of course on Accounting Fundamental offered by CFI.</li><li>▪ Achieved moderate understanding of Excel Fundamentals - finance offered by CFI.</li><li>▪ Accomplished a <b>2 hrs.+</b> of course on Reading Accounting Fundamentals by CFI</li></ul>			
INTEREST				
Painting	Dancing	Singing	Cooking	Travelling
LANGUAGES				
▪ English (Proficient)		▪ Hindi (Fluent)	▪ Bengali (Mother-Tongue)	