V SHYAMALA

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Detail-oriented professional with experience in data analysis, documentation management, and client service operations. Certified in AML and KYC, with a developing understanding of compliance processes such as sanctions screening and record verification. Skilled in ensuring data accuracy, handling confidential information, and maintaining structured documentation. Looking to apply analytical skills and attention to detail in a compliance and risk management environment.

EDUCATION BACHELOR OF ARTS IN ECONOMICS |UNIVERSITY OF DELHI|2019-2022

CERTIFICATION FOUNDATION IN AML AND KYC | CERTIFIED ON 3RD NOVEMBER 2025

EXPERIENCE

Junior Analyst | NielsenIQ | Gurugram, Haryana
March 2024 – September 2025

- Conducted data validation and secondary research on retail and client datasets across global markets.
- Extracted, cleaned, and maintained large datasets, ensuring accuracy, reliability, and compliance with quality standards.
- Supported the development of data governance frameworks to strengthen process integrity and compliance monitoring.
- Prepared and reviewed analytical reports and client documentation, ensuring alignment with internal data and compliance requirements.
- Utilized analytical tools such as WEBTAS, Star Track, and JIRA for extracting, cleaning, and validating large datasets.
- Collaborated with senior analysts to manage client deliverables under strict deadlines and confidentiality protocols
- Ensured adherence to internal data governance and compliance standards while handling client and entity information.

Service Advisor | British Airways | Gurugram, Haryana
April 2023 – September 2023

- Delivered professional support to international clients, handling flight queries, booking validation, and record management.
- Achieved high customer satisfaction scores by demonstrating empathy, active listening, and professionalism during high-pressure situations.
- Verified passenger details in compliance with internal and regulatory data security standards
- Collaborated with internal departments to resolve customer issues while maintaining confidentiality.

SKILLS

- Data Validation & Documentation Review
- Client Relationship Management
- Regulatory Compliance & Risk Understanding
- Reporting & Analytical Thinking (Excel, PowerPoint)
- Confidential Information Management
- Problem-Solving & Attention to Detail