

PARIDHI RAKHEJA

Management Trainee

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OBJECTIVE

Dedicated and Performance-oriented professional with expertise in prioritizing work, developing efficient workflow, and multi-tasking ability with eye for detail. Desirous of the position where my skills and expertise can be utilized for personal and organizational growth.

EXPERIENCE

Genpact, Gurugram

Management Trainee (December 2024 – December 2025)

Senior Associate (August 2022 – December 2024)

Quality Control Analyst

- Conducting quality review of fraud investigation cases completed by Investigators.
- Wider review to the cases to ensure that the investigation is done adhering the procedures and appropriate guidance.
- Analyzing all the transactions with provided tools, further investigate the suspicious in it and review the SAR filings whether done as per the procedures.

Transaction Monitoring

- Reviewing new customer accounts and verifying their identities.
- Reviewing customer accounts for instances of suspicious financial transactions.
- Enhanced Due Diligence (EDD) and Customer Due Diligence (CDD) checks i.e. Conducting more thorough investigations on high-risk customers, such as politically exposed persons (PEPs) or high-risk businesses and understanding customer's activity to mitigate the risk.
- Assessing the source of funds and wealth of high-risk customers to understand potential money laundering risks.
- Analyzing customer transactions in real-time or periodically to identify any unusual or suspicious activities.
- Advanced analytical tools and algorithms to detect patterns indicative of potential money laundering or terrorist financing.
- Screening customers, counterparties and other relevant parties against various watchlists, sanctions list and adverse media sources.
- Identifying any connections to illicit entities or individuals, such as sanctioned individuals, terrorist organizations or politically exposed persons (PEPs).
- Investigating wire activities and different monetary instruments transactions.
- Identifying sanction country, PEPs and negative news.
- Perform due diligence check on individual or entities.
- Performing complex data analysis to aid decision making.
- Preparing suspicious activity reports (SARs).

Midland Microfin Ltd.– Finance Trainee

October 2021 – August 2022

- 10 months of experience in reporting in excel by using formulas Vlookup, Hlookup, Pivot Tables and Conditional Formatting.
- Documentation for sanctioning the loans and other key requirements.
- Dealing with the lenders on daily basis for daily, monthly, quarterly and yearly data requirements.
- Involving in team discussions for key decision making.

EDUCATION

Bachelor's Degree Accounting and Finance – Hons (Guru Nanak Dev University) - 2016-2019

MBA – Finance(Guru Nanak Dev University) - 2019-2021

SKILLS

Research and analytical skills | Customer due diligence| Enhanced due diligence| Client Onboarding| Screening | Transaction monitoring| Quality Control| Microsoft Excel |Microsoft Word | Microsoft PowerPoint | Procedural writing and updating | Suspicious Activity Reports (SAR) Filing

PERSONAL ATTRIBUTES: Teamwork | Training| Coaching & Mentoring | Adaptability | Organization & Problem Solving | Reliability & Integrity

“If given opportunity, I would render you with my best services and prove to be a great asset to your company”