

SANSKRUTI NIMJE

Nagpur, India
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CAREER OBJECTIVE

Motivated and detail-oriented graduate seeking an entry-level opportunity in AML, KYC, or Fraud Operations. Skilled in documentation review, risk assessment, compliance support, and data accuracy.

SKILLS SUMMARY

- AML & KYC Basics
- Customer Due Diligence (CDD)
- Documentation Verification
- Red Flag Identification
- Fraud Detection Fundamentals
- Transaction Review
- Reporting & Compliance Support
- Data Handling & Record Management
- Attention to Detail
- Communication & Coordination

CERTIFICATIONS

- Vskills Certified AML & KYC Analyst
- Business Organization
- Business Communication
- Principles of Project Management

INTERNSHIP EXPERIENCE

Human Resource Intern – Haldiram’s Pvt. Ltd. | July 2025 – October 2025

- Assisted in end-to-end recruitment including sourcing, screening, shortlisting candidates, and scheduling interviews.
- Coordinated onboarding, documentation, and employee record maintenance.
- Supported payroll audits, HR compliance, and grievance handling.
- Contributed to workflow improvements ensuring confidentiality.

Marketing Intern – Akshayakalpa Organic | Sep 2024 – Nov 2024

- Coordinated events and campaigns and managed schedules and logistics.
- Collected customer feedback and improved brand engagement.

Digital Marketing Intern – BRILIPEX | Dec 2023 – Jan 2024

- Managed social media platforms and creative campaigns.
- Researched customer behavior and prepared reports.
- Handled customer communication and administrative support.

EDUCATION

Post Graduate Diploma in Business Management – IBS Bangalore (2025)

Bachelor of Technology in Cosmetic Technology – RTM Nagpur University (2022)

TECHNICAL SKILLS

MS Office Suite, SQL, Power BI, Tableau, R Programming, MS-CIT

LANGUAGES

English, Hindi, Marathi

DECLARATION

I hereby declare that the above information is true and accurate to the best of my knowledge.