

Sneha Varun

☎ +91-8287791636 ✉ snehavarun22@gmail.com in 📍 Delhi

PROFILE SUMMARY

Motivated and detail-oriented Bachelor of Commerce graduate with experience as a Process Associate at Genpact, specializing in transaction monitoring and compliance. Skilled in identifying and investigating suspicious activities, preparing detailed reports, and supporting compliance teams with AML and KYC requirements. Recognized for strong analytical skills, adaptability, teamwork, and effective time management.

EXPERIENCE

Process Associate - Banking Backend

June 2025 - Present

Genpact

Noida, U.P.

- Conduct detailed analysis of banking transactions to identify patterns, anomalies, and potential red flags related to money laundering and fraudulent activities.
- Reviewed alerts and distinguished false positives from true hits, escalating high-risk cases to senior investigators in compliance with AML/KYC regulations and internal policies.
- Classified transactions based on risk levels using predefined rules and investigative insights, ensuring compliance with global regulatory standards (e.g., KYC, AML, FATF).

Client Management Intern – Advertising Agency

December 2022 - February 2023

Hear Pictures

Remote

- Assisted in managing client accounts and maintaining detailed records of ongoing projects.
- Supported campaign execution and ensured timely delivery of marketing materials.
- Built rapport with clients and helped resolve concerns promptly to maintain long-term partnerships.

PROJECTS

Financial Record Reconciliation Project

- Conducted mock reconciliations of daily cash transactions as part of coursework.
- Identified discrepancies and prepared summary reports ensuring data accuracy.

Market Research Mini Project

- Surveyed 50+ respondents to analyze consumer behavior for small businesses.
- Presented insights on pricing and brand preference, improving presentation and analytical skills.

EDUCATION

Dayal Singh Evening College

Delhi

Bachelor of Commerce

2021 - 2024

CGPA: 6.62/10.0

Vanasthali Public School

Ghaziabad, U.P.

C.B.S.E

2019 - 2021

TECHNICAL SKILLS

Compliance & Analysis: Transaction monitoring, AML/KYC processes, risk assessment, and data accuracy.

Problem-Solving & Process Improvement: Investigating suspicious activities, preparing reports, and enhancing efficiency.

Professional & Creative Skills: Communication, time management, teamwork, and creative thinking from a background in graphic design.