

### CONTACT

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### PROFESSIONAL EXPERIENCE

#### Operation/KYC Analyst | 07/2023 - Present

NatWest

- Performing background checks daily on customer applications to prevent tax evasion and ensure compliance with regulatory requirements.
  - Managed and processed retail customer applications in the Current Account Department. Ensured the timely development and opening of over 1,900 accounts within a single month.
  - Conducted in-depth risk assessments for 150+ high-risk accounts
  - Conducted thorough KYC and fraud checks in line with organizational due diligence procedures, using company-specific software to verify customer identities.
  - Identified and flagged high-risk accounts by detecting over 300 accounts with fraud markers within a 3-month period, proactively protecting the organization from potential threats.
  - Verified KYC documentation for 2500+ clients in a month, ensuring 100% compliance with onboarding regulations.
  - Identifying and escalating 50+ suspicious patterns.
  - Managed digital KYC records for over 5000 customers, ensuring 98% data accuracy and retrievability.
  - Mentored 5+ new analysts on KYC procedures, contributing to a 30% faster onboarding period for new hires.
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### EDUCATION

#### INSTITUTE OF INNOVATION IN TECHNOLOGY AND MANAGEMENT

2020 - 2023 | NEW DELHI

Bachelors of Business Administration

- GPA: 9.4/10
- Major in Business Analytics

#### SPRING DALE COLLEGE

2018 - 2020 | LUCKNOW

Senior Secondary School | 2018 - 2019

Higher Secondary School | 2019 - 2020

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## INTERNSHIPS

### **E-Commerce Team | 06/2022 - 07/2022**

#### Sirius Alpha

- Worked as a full time intern • Handling research work
- Selected best-fit candidates for the company from multiple platforms like LinkedIn, etc.
- Selected E-commerce companies for information purposes from platforms like Glassdoor, etc.
- Generated automated e-mails from automation tools like Woodpecker
- Completed daily assigned tasks

### **Business Development Intern | 03/2022 - 05/2022**

#### Magic Factory

- Managed multiple LinkedIn profiles of the company
- Dealt with sending requests to international clients for handling IT work for the company including Laravel, PHP, PHP framework, etc.
- Handled the first stage of recruitment cycle
- Did initial screening of the international clients

### **Senior Human Resource Associate | 02/2022 - 03/2022**

#### Vichar Samiti

- Took interviews of candidates
- Managed recruitment process of the company
- Interviewed candidates for selection process
- Built a team of 12 members and assigned them daily tasks
- Organized daily meetings with team for better understanding of tasks
- Created offer letters for the selected candidates
- Managed data through Google sheets and Microsoft Excel

### **HR Manager | 09/2021 - 11/2021**

#### Tutedude

- Managed LinkedIn profiles of the company
- Made connections with new candidates for recruitment process
- Completed daily hiring goals
- Managed customer data through Microsoft Excel

### **Human Resource Intern | 08/2021 - 09/2021**

#### Swastik Art and Craft Company

- Designed organization structures for the company
- Made payrolls
- Searched candidates on different social media platforms like LinkedIn, Naukri.com, Moster.com, etc.
- Took interview of screened candidates for selection
- Handled recruitment cycle of the company
- Created offer letters for the selected candidates

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## **SKILLS**

- Project Management
  - Operational Efficiency
  - Workflow Optimization
  - Presentation Management
  - Data Analysis
  - Operational Management
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## **CERTIFICATIONS**

- Human Resource Program
- Digital Marketing