

SHUBHAM SHARMA

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Summary

Experienced AML Analyst remaining observant while investigating suspected money laundering incidents. Collecting information on new clients to identify potential risks and determining an appropriate level of due diligence for each account with experience in AML, KYC, Transactional Monitoring, CDD, EDD, Financial crime, and Compliance. Forward-thinking and aware of current trends within the specified field.

Skill Highlights:

AML KYC

Periodic Reviews

Service Delivery & Operations

Screening

Team Management & Leadership

Client Relationship Management

Sanctions

Transaction Monitoring

Project Reporting

Work Experience:

Team Leader – WNS (Gurgaon)

24th June 2025-Present

(AML/KYC – Mergers & Acquisitions)

Tasks/Responsibilities:

- Led a 16-member AML/KYC team managing due diligence for complex M&A transactions, consistently exceeding SLAs/KPIs with a strong focus on compliance and risk management.
- Enhanced team accuracy by 15% and cut turnaround time by 20% through targeted coaching, workflow optimization, and adoption of best practices in AML/KYC review.
- Handled client escalations and high-risk cases involving intricate corporate structures, UBO verification, and sanctions screening, ensuring zero business disruption and superior client satisfaction.
- Trained, mentored, and motivated team members, improving productivity, engagement, and retention, which contributed to earning the “Best Team Performance” Award for operational excellence.
- Partnered with compliance, legal, and business units to strengthen AML controls, streamline onboarding and risk assessment processes, and prepare for regulatory audits, reducing compliance gaps and improving audit readiness.

QC (KYC) – Financial Crime Compliance

Tasks/Responsibilities:

- Conducted comprehensive KYC Due Diligence assessments for corporate clients (LPs, LLCs, Trusts, Funds, SPVs) and relevant entities (senior management, UBOs, trustees) across multiple global jurisdictions (Cayman Islands, UK, US, Asia, etc.) for law firm and banking clients.
- Utilized industry-leading screening tools (e.g., Lexis Nexis, Accuity, Fircosoft, Actimize Quantifind) and regulatory/government databases (SEC, FINRA, FCA, CIMA) to validate client identities and ensure regulatory compliance.
- Collaborated with onshore teams to ensure adherence to regulations, laws, and internal policies, ensuring ongoing compliance with KYC processes.
- Provided comprehensive training on KYC processes for new team members and solved queries of new hires.
- Served as a Subject Matter Expert in global KYC Due Diligence, managing AML/KYC functions across regions (UK, US, APAC, Europe) with expertise in documentation, data review, and MI reporting.

Associate at Genpact (Jaipur)

23rd March 2021 – 09th Dec 2023

Tasks/Responsibilities:

- Conducted 100% quality reviews of AML processes, ensuring compliance with regulatory standards and internal policies.
- Performed AML Screening, CDD, and EDD reviews on new and existing clients, adhering to bank policies and procedures, and assessing risk levels.
- Executed periodic KYC reviews on a risk-based schedule, verifying client identities and ensuring up-to-date customer information.
- Conducted Enhanced Due Diligence (EDD) on high-risk clients using tools such as Lexis-Nexis, World-Check, Google, and Dun & Bradstreet, identifying potential financial crime risks.
- Monitored client transactions using screening tools (sanctions lists, PEP lists, adverse media) and analyzed transaction patterns to detect potential money laundering or financial crime activity.
- Prepared and submitted Suspicious Activity Reports (SARs) to regulatory authorities, ensuring full compliance with AML regulations (e.g., Bank Secrecy Act, USA PATRIOT Act).

July 2019-March 2021

Customer Support Executive GirnarSoft Pvt Ltd (Jaipur)

- Reviewed and verified KYC documents for individuals applying for vehicle loans and car purchases, ensuring compliance with company policies and regulatory standards.
- Validated customer identity, address, and financial information to prevent fraud and maintain data accuracy in loan processing systems.
- Coordinated with sales and finance teams to resolve documentation discrepancies, enabling smooth loan approvals and timely car purchase transactions.
- Maintained accurate records and adhered to RBI and NBFC compliance requirements, contributing to risk mitigation and seamless audit readiness.

Awards and Recognition:

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- Certificate of appreciation from Genpact for outstanding performance and meeting daily assigned targets.
 - Received appreciation for providing process improvement ideas from both internal teams and clients.
 - Received multiple clients' appreciation for resolving urgent cases promptly.
 - Best performer of the month in September 2024.

Certificate:

- **Udemy** Certificate of AML, KYC & Compliance
- **ACAMS** Enhancing Financial Inclusion with a Risk-Based Approach
- **Genpact** Six Sigma belt certification
- **Coursera** MS - Excel certification

Application Skill Summary:

- MS Office
- LexisNexis Risk Solutions
- Salesforce
- RegED
- Docviewer

Academics

- **M.Com.** - Master of Commerce in Business Administration, S.K. College, University of Rajasthan, Sikar, Rajasthan. (2016)
- **B.Com.** - Bachelor of Commerce in Finance, S.K. College, University of Rajasthan, Sikar, Rajasthan. (2014)
- **H.S.C.** – Ajmer Board Rajasthan (2011)
- **S.S.C.** – Ajmer Board Rajasthan (2009)

Personal Information

- **Date of Birth:** 20th June, 1994
- **Sex:** Male
- **Marital Status:** Unmarried
- **Languages Known:** English, Hindi,

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

Place: Jaipur

Date: 18-09-2025

(Shubham Sharma)