

SIMARJEET KAUR

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EMAIL

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ADDRESS

Vishnu Garden, New Delhi

EDUCATION

BBA [2019-2022] Allenhouse
Group of Colleges

12th [2019] Archies Higher Sec
School

10th [2017] Archies Higher Sec
School

KEY SKILLS

High Attention to Detail &
Accuracy

Risk-Focused & Compliance-
Driven Approach

Effective Team Leadership &
Mentoring

Decision-Making Under
Pressure

Proactive Problem-Solving Skills

Time Management & KPI
Orientation

Ethical Judgment &
Confidentiality

Adaptability in Fast-Paced
Compliance Environments

HOBBIES

Writing

Reading

Sketching

PROFILE

Performance-focused Fraud Detection and Compliance specialist with 4 years of experience in AML, KYC, and risk evaluation. Demonstrated ability to identify and reduce financial crime, investigate suspicious activity, and maintain regulatory adherence. Strong skills in stakeholder engagement, team leadership, and the development and execution of fraud prevention initiatives.

EXPERIENCE

INFO EDGE INDIA LIMITED | Noida [Jan'22-Present]

Apr'25 – Present Assistant Manager - Risk & Compliance Operations

Apr'24 – Apr'25 Senior Executive - Fraud & Compliance

Jan'22 – Apr'24 Associate Senior Executive - Fraud & Compliance

Key Responsibilities:

- Manage Risk & Compliance operations, including team handling, case escalations, workflow management, and MIS reporting in line with AML and KYC standards.
- Proactively monitor and identify suspicious activities and transactions, escalating high-risk cases to senior management to protect business integrity and reputation.
- Perform KYC verification, enhanced due diligence (EDD), and risk assessments to detect recruitment fraud and potential financial crime risks.
- Mitigate AML threats such as phishing, account misuse, IP blocking, and account-sharing activities.
- Handle and track compliance-related complaints, ensuring timely resolution as per regulatory and internal policies.
- Monitor KPIs, ensure SLA adherence, and deliver AML/KYC and fraud prevention training to new joiners

KEY ACHIEVEMENTS

- Recognized as Best Performer with six quarterly performance awards.
- Developed and maintained SOPs and training materials to standardize processes and support team training.
- Trained and on boarded new joiners to ensure smooth integration and process compliance.

