

SNEHIL DWIVEDI

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CAREER SUMMARY

Detail-oriented and motivated Commerce graduate with conceptual knowledge of AML, KYC, CDD, sanctions screening, and transaction monitoring. Strong analytical skills with hands on academic exposure to Excel based data handling and reporting. Possess effective problem solving and communication abilities, with keen attention to detail and eagerness to build expertise in compliance and risk management. Seeking an entry level role in AML/KYC or compliance operations.

EDUCATION

Bachelor of Commerce | Awadhesh Pratap Singh University

Graduation Year: June 2024

Class XII (CBSE) | Kendriya Vidyalaya, Rewa

Year of Completion: 2021

Class X (CBSE) | Kendriya Vidyalaya, Baramulla

Year of Completion: 2019

SKILLS AND KNOWLEDGE

- AML & KYC Compliance (Conceptual)
- Compliance Screening, CDD & EDD (Basic Awareness)
- Fraud Detection & Financial Crime Awareness
- Transaction Monitoring & Risk Indicators (Conceptual)
- SOP Adherence & Process Compliance
- MS Excel (VLOOKUP, Pivot Tables, Data Analysis), MS Word & PowerPoint
- Analytical & Problem-Solving Skills
- Data Validation, Documentation & Record Management
- Communication, Teamwork & Time Management

ACADEMIC PROJECT

On Startup Ideation, Business Planning & Capital Raising

- Developed a complete business plan starting from idea generation to market launch.
- Created an inventory and stock management system using MS Excel (formulas, sheets, tracking).
- Built PowerPoint presentations to pitch the business model, financials, and growth plan.

COLLEGE ACTIVITIES & FIELD LEARNING

- Participated in a field visit to local retail shops to understand inventory management.
- Observed how businesses handle purchases, sales, and stock records.
- Prepared an academic report based on real business operations.

ADDITIONAL DETAILS

- Fresher open to rotational shifts and operational roles
- Professional attitude with strong time management and adaptability
- Strong willingness to learn risk frameworks, compliance processes, AML regulations, and banking operations