

Ekta Goswami

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Objective

Experienced professional excelling in payment screening, reconciliation. Pursuing a position to demonstrate administrative skills in ensuring financial accuracy, process optimization, and operational efficiency for organizational advancement.

Experience

- **Barclays**

8/03/2010 - 14/Apr/2014

Process Advisor

- Adherence to compliance with various regulatory requirements.
- Identifying warning signals, keeping deadlines, producing high-quality work.
- Work independently, adherence with AML processes to determine, analyse, and decreasing the risk of financial crime and fines.
- Using the global check Watchlist Screening' screening tool, review sanctions and PEP alerts within the specified SLA.
- In the context of the four regulators, carry out the first level of anti-money laundering (AML) measures.
- Reporting on the status of the alerts that have been evaluated, including any alerts that need more information and any "True Matches" that have been found.
- Examine identification documents.
- Any red flags in payment; forwarding payment escalation to main office in the United States for evaluation and remedial measures.
- When necessary, assist with tasks involving screening inquiries for all facets of financial crime.

- **Barclays**

17/Sep/2017 - 21/Dec/2022

Credit Analyst

Reconciliation

Reconciliation involves comparing and matching financial records to ensure accuracy and consistency between different accounts or systems. This process is crucial for identifying discrepancies, errors, or fraudulent activities.

1. Financial Data: Collect all relevant financial information, including bank statements, transaction records, and internal accounting reports.

2. Match Transactions: Compare the transactions recorded in the bank statements with the transactions in the internal accounting system to ensure consistency.

3. Identify Discrepancies: Investigate and resolve any discrepancies or differences between the two sets of records. This could include missing transactions, errors, or unauthorized activities.

4. Adjust Records: Make necessary adjustments to the financial records to reconcile the differences found during the comparison process.

5. Document Reconciliation: Keep detailed records of the reconciliation process, including the steps taken, adjustments made, and any explanations for discrepancies.

- **Doordarshan** Mar 2009 - Dec 2009
Assistant to Director
 - Dictation writing
 - Conveying Directors' feedback to news Anchors
 - Filing work
- **Fortis** 2007 - 2009
Hospital Co-ordinator
 - Handling plastic surgeons' shedule
 - Filing patients' records
 - Commucating surgeries
 - Handling query over email and over phone
 - Cordinating between branches
- **Hindustan Times** 2004 - 2006
Telecaller cum data operator
 - Vendor Management
 - Calling
 - Cordinating with other staff
 - Sharing schemes with consumers
 - Handling record

Education

- **Delhi University** 2002
BA
- **Oxford** 2003
Web Designing
- **YMCA** 2007
PGDM
A+

Skills

- Admin, Record management, Reconciliation, Payment Screening. MS Office, Typing, communication skills, problem solving.

Achievements & Awards

- 1)Quality Champ Certificate & Award Quarterly & Yearly 2010 2)Star Performer & Recognition award Qu 2 of 3 2011 3)Record Management Champ Certificate & Recognition award 2012 4)Recognition of contribution in Managing Records of Barclays. Since 2011 to 2014