

# **Ekta Goswami**

9205701981 | ekta7goswami@yahoo.co.in

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## **Objective**

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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.

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## **Experience**

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<b>• Barclays</b> Process Advisor	8/03/2010 - 14/Apr/2014
<ul style="list-style-type: none"><li>◦ Adherence to compliance with various regulatory requirements.</li><li>◦ Identifying warning signals, keeping deadlines, producing high-quality work.</li><li>◦ Work independently, adherence with AML processes to determine, analyze, and decrease the risk of financial crime and fines.</li><li>◦ Using the global check Watchlist Screening' screening tool, review sanctions and PEP alerts within the specified SLA.</li><li>◦ In the context of the four regulators, carry out the first level of anti-money laundering (AML) measures.</li><li>◦ 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.</li><li>◦ Examine identification documents.</li><li>◦ Any red flags in payment; forwarding payment escalation to main office in the United States for evaluation and remedial measures.</li><li>◦ When necessary, assist with tasks involving screening inquiries for all facets of financial crime.</li></ul>	
<b>• Barclays</b> Credit Analyst Reconciliation	17/Sep/2017 - 21/Dec/2022
<p>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.</p> <ol style="list-style-type: none"><li>1. Financial Data: Collect all relevant financial information, including bank statements, transaction records, and internal accounting reports.</li><li>2. Match Transactions: Compare the transactions recorded in the bank statements with the transactions in the internal accounting system to ensure consistency.</li><li>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.</li><li>4. Adjust Records: Make necessary adjustments to the financial records to reconcile the differences found during the comparison process.</li></ol>	

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' schedule
  - Filing patients' records
  - Communicating surgeries
  - Handling query over email and over phone
  - Coordinating between branches
- **Hindustan Times** 2004 - 2006  
Telecaller cum data operator
  - Vendor Management
  - Calling
  - Coordinating with other staff
  - Sharing schemes with consumers
  - Handling record

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### Education

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

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### Skills

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

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### Achievements & Awards

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- 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