



REETVIK KUMAR

Executive

EDUCATION

2019 - 2022

LL.B (HONS.)

PATLIPUTRA UNIVERSITY, PATNA

2016 - 2019

BACHELOR OF COMMERCE

CALCUTTA UNIVERSITY, KOLKATA

2014 - 2016

SENIOR SECONDARY

CBSE BOARD

SOFT SKILLS

- Observation
- Proof reading
- Communication
- Multi-tasking
- Interpersonal skills

TECHNICAL SKILLS & CERTIFICATIONS

- Advance MS Excel
- Advance MS Office
- ORACLE ERP
- AWS Salesforce
- Basics of AML, KYC and Compliance

LANGUAGES

- English
- Hindi

CONTACT

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✉ Reetvik37@gmail.com

📍 Noida, Uttar Pradesh

PROFILE INFO

A results-oriented professional with 2 years of experience and a strong commitment to excellence. Certified in POSH, Data Leakage, Information Security, and Anti-Bribery, with extensive expertise in Anti-Money Laundering (AML) and Know Your Customer (KYC) processes, including customer identification, due diligence, and enhanced due diligence. Proficient in managing compliance and implementing strategies to enhance business competitiveness while minimizing infringement risks. Actively seeking a challenging role to leverage my skills and contribute to organizational success.

EXPERIENCE

SUPPORT EXECUTIVE

Dec'23 - Present

TECH MAHINDRA LIMITED, NOIDA

- As a Support Executive specializing in cryptocurrency accounts and payments, I handle payment investigations, AML/KYC processes, blockchain analytics, including advanced due diligence and risk assessments to ensure compliance. My role includes resolving payment issues, analyzing blockchain transactions, and managing crypto account investigations. Currently, I work on a banking project addressing payment disputes for a Swedish e-commerce platform, managing product-related dispute resolutions.

SUPPORT EXECUTIVE

Nov'22 - Nov'23

INDUS TOWERS LIMITED, PATNA

- As a Support Executive at Airtel, I managed contract renewals (KYC) for expired towers and ensured precise updates in the Oracle ERP system for accounts payable. I provided real-time data on contract renewals and rental payouts to stakeholders and the accounts payable team. My contributions improved team efficiency, operations, and productivity by 85% in handling rental payouts for renewals.

REWARDS & RECOGNITIONS

- In May 2024, I was awarded with the "BRAVO" award in recognition of my exceptional performance during the quarter. (Tech Mahindra).
- Received "GREEN CARD" award multiple times via i-appreciate for consistently meeting monthly targets. (Indus Towers).

ADDITIONAL QUALIFICATIONS

- Company Secretary: Foundation Level, 2017-18
Institute of Company Secretaries of India (ICSI)