

# Sandeep Singh

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## Objectives

A detail-oriented and results-driven team member with four years of experience in multiple roles. Eager to apply analytical skills to support Anti-Money Laundering (AML) efforts, with a focus on identifying suspicious activities and optimizing compliance processes. Proficient in leveraging data analytics, statistical analysis, and data visualization tools to assist in investigations, risk assessments, and decision-making. Strong communicator with a proven ability to collaborate effectively across departments to ensure adherence to AML regulations and mitigate financial crime risks.

## Advanced Studies

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<b>Project Management</b> Conestoga College Doon Campus	<b>May 2022-December 2022</b> Ontario, Canada
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## Work Experience

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<b>Intellectual Analyst</b> CPA Global (Clarivate)	<b>4 August, 2021 – 8 October, 2021</b> Noida, India
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- Assisted in the preparation and filing of new patent applications, ensuring compliance with legal standards and deadlines.
- Collaborated with the legal team to evaluate potential trademark infringements and assisted in the enforcement of IP rights.
- Managed and maintained the company's intellectual property portfolio, ensuring that all patents and trademarks were up to date and properly documented.
- Drafted internal reports and communicated with external counsel to address IP concerns, including potential litigation and licensing matters.
- Supported IP-related due diligence efforts for mergers and acquisitions, contributing to the analysis of IP assets and potential risks.
- Utilized IP management software to track patent expiration dates, renewal deadlines, and other important milestones.
- Keeping track of the company's patent portfolio, including monitoring renewal dates and managing the lifecycle of patents.
- Tracking and identifying potential IP infringements by third parties.

<b>Associate (HRO H&amp;W)</b> Conduent Business Services India Pvt. Ltd. (Former Xerox Business Services)	<b>28 May, 2018 – 30 July, 2021</b> Noida, India
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- Administer day-to-day operations of employee benefits programs and life insurance plans(H&W).
- Process employee benefit enrollment, changes, and terminations for health insurance, life insurance, retirement plans, and other benefit programs.
- Coordinate benefits open enrollment processes, ensuring client are informed and can make decisions about their benefits options.

- Process new hire benefit elections and life event changes accurately in internal and external systems.
- Provide customer service to employees regarding benefits inquiries, troubleshooting issues, and resolving problems related to claims or plan administration.
- Processed health and welfare transactions KYC check such as spouse account verification, Child coverage, beneficiary updates, dependent verifications, cheque dispositions, data changes, ensuring accuracy and compliance with company policies.
- Collaborate with vendors to ensure timely delivery of services and resolve escalated issues.
- Ensure compliance with federal and state regulations, including the Affordable Care Act HIPAA, and ERISA, by conducting audits and ensuring proper documentation.
- Maintain employee benefits database, ensuring records are up to date and accurate.
- Assist with benefits orientation for new hires, explaining plan options and assisting with enrollment.
- Performed vendor file testing to ensure data integrity and accuracy, delivering timely and precise results to external teams for further processing and analysis.
- Identified discrepancies and worked with internal teams and external vendors to resolve issues promptly and maintain accurate financial records.
- Conducted monthly and quarterly reconciliations of employee benefit plan records to ensure accuracy between internal systems and vendor reports.
- Created, modified, and optimized SQL queries to extract, analyze, and report on data from multiple databases, ensuring accuracy and efficiency in meeting business and reporting needs.

#### **Benefits Associate**

Xerox Business Service India Pvt. Ltd.

**30 November, 2015 - 30 January, 2017**

Noida, India

- Review, and process Power of Attorney documents, ensuring compliance with relevant state-specific laws across all 50 states by comparing legal sections and validating accuracy and consistency with state regulations and requirements.
- Reviewed and processed checks, overpayments, and returned checks, verifying check details to ensure accuracy and resolve discrepancies as per company procedures.
- Manage and organize client files, ensuring confidentiality and accessibility of legal records.
- Review notaries, and healthcare providers to ensure proper execution of POA documents.
- Maintain an updated database of all active and expired POA documents, ensuring timely renewals or updates as necessary.
- Conduct legal research on POA statutes and provide attorneys with case law, precedents, and regulations for client cases.

#### **Skills**

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- SQL queries, Reporting
- MS Office: Excel, PowerPoint, Word and MS Project
- User acceptance testing, Functional testing

#### **Education**

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##### **Master of Computer Application**

Amity University

**July 2014-September 2017**

Noida, India

##### **Bachelor of Computer Application**

Guru Gobind Singh Indraprastha University

**August 2011-March 2014**

Delhi, India