

Sandeep Singh

F – 102 Sector 56, Noida
Uttar Pradesh - 201301
Sandeepca14.92@gmail.com
+919013031389

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

Project Management

Conestoga College Doon Campus

May 2022-December 2022

Ontario, Canada

Work Experience

Intellectual Analyst

CPA Global (Clarivate)

4 August, 2021 – 8 October, 2021

Noida, India

- 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.

Associate (HRO H&W)

Conduent Business Services India Pvt. Ltd. (Former Xerox Business Services)

28 May, 2018 – 30 July, 2021

Noida, India

- 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

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

Education

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