

**jatinkakkar0001@gmail.com**

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**Gurugram, Haryana, India**

## Skills

- Communication Expert
- Time Management Expert
- Problem-Solving Expert
- Customer Service Expert
- Project Management Expert
- Teamwork Expert
- Decision Making Expert
- Microsoft Office Suite Expert
- Leadership Expert
- Interpersonal Skills Expert
- Collaboration Expert
- Organization Expert
- Analytical Thinking Expert
- Adaptability Expert
- Negotiation Expert

## Education And Training

### Senior Secondary Examination Class XII

- Dr. MKK Arya Model School Panipat (CBSE)
- Year of Passing 2016

### Bachelor of Commerce

- Arya PG College, Panipat
- Year of Passing 2019

# Jatin Kumar

## Summary

I am an experienced Associate with approximately 4 years. I have a proven track record of achieving exceptional results in all areas of performance within a fast-paced environment. My greatest strengths include strong organizational skills, excellent customer service, and the ability to multi-task. I have extensive experience in analyzing data, preparing statements, and reports as well as developing and implementing strategies to improve efficiency and profitability. My communication skills help me interact effectively with internal and external stakeholders.

## Experience

### Cognizant Technology Solutions Pvt - Compliance Specialist

Gurugram

04/2024 - Current

- Researched industry trends to stay informed about current best practices in
- Reviewed customer documents to ensure they meet the Anti-Money Laundering and Know Your Customer requirements.
- Prepared detailed documentation for all KYC reviews performed, including records of all customer interactions.
- Investigated alerts generated by automated monitoring tools for potential money laundering activity.
- Identified potential issues related to AML and KYC compliance in accordance with applicable laws and regulations.

### Qx Global Services Pvt Ltd - Compliance Officer

Noida

12/2022 - 04/2024

- My responsibilities include overseeing a comprehensive array of essential documents such as DBS, Mandatory trainings, FTW, RTW, CV, Reference, GMC check, Indemnity insurance, and Annual appraisal
- Document management, Data maintenance, Client Engagement, Query resolution.
- Tracked regulatory changes related to AML and KYC requirements.
- Reviewed customer documents to ensure they meet the Anti-Money Laundering and Know Your Customer requirements.
- Performed due diligence investigations to verify customers' identity, background, and source of funds.
- Developed reports summarizing findings from AML and KYC reviews and investigations.
- Participated in periodic review of existing policies and procedures to ensure compliance with regulatory requirements.

## Personal Information

- Date of Birth: 24/08/98
- Nationality: Indian

## Languages

- English
- Hindi

## Hobbies And Interests

- Travelling