

SUMIT KUMAR

CONTACT

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EDUCATION

- **MASTER OF COMMERCE**
UNIVERSITY OF DELHI (2024)
6.6 CGPA
- **BACHELOR IN COMMERCE (HONS)**
University of Delhi (2022)
8.243 CGPA
- **HSSC**
Shree Jain Vidyalaya
Kolkata (2019)
87%
- **SSC (2017)**
Shree Jain Vidyalaya Kolkata
75%

SKILLS

- Analytical thinking and attention to detail
- Risk assessment and compliance
- Proficiency in Microsoft Excel and data management tools
- Strong communication and teamwork skills

CERTIFICATIONS AND TRAINING

- **AML KYC Fundamentals Course by IIBF**
- **MS Excel** by Learn Vern
- **Marketing Management** by Udemy

EXTRA-CURRICULAR ACTIVITIES

- NSS Volunteer Assisted in organizing financial literacy workshops for underprivileged communities.

OBJECTIVE

A detail-oriented professional with 2 years of experience in insurance operations, seeking to transition into an AML/KYC role. Skilled in data analysis, compliance, and risk management, with a strong interest in fraud prevention and regulatory compliance. Eager to leverage my transferable skills and contribute to a dynamic AML/KYC team while continuously learning and growing in the field.

POSITION OF RESPONSIBILITY

- **Aston Carter (Aug 2022 – Oct 2023)**
 - ❖ Designated as Business operation Associate in US Life and Annuity Insurance.
 - ❖ Analyzing and processing New Business Application Data.
 - ❖ Documentations, Indexing, Making Financial and Non-Financial Transactions.
 - ❖ Meeting and exceeding defined SLAs Metrices on timelines, Productivity and Accuracy.
 - ❖ Conducted KYC reviews to verify customer identities and assess risk.
 - ❖ Collaborated with legal and compliance teams to ensure adherence to regulatory requirements.
- **EXL Services (October 2023 – Till Present)**
 - ❖ Designated as Claims Processing Executive working in 3 process Health and wellness, HIP and CI.
 - ❖ Processed a high-volume Claims with focus on efficiency and accuracy.
 - ❖ Ensured Compliance with all applicable laws, Regulation and Policies relating to claims processing.
 - ❖ Developed and implemented best practices for handling a variety of Complex Claims.
 - ❖ Identified Client Service Improvement opportunities in collaboration with team leads and managers to resolve problems.
 - ❖ Knowledge of Medical Coding Such as ICD 10 etc.
 - ❖ Awarded as the Certificate “Extra Miler of the Quarter”