

AMANDEEP KAUR

Aspiring KYC Analyst

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- **CAREER OBJECTIVE**

Detail-oriented and highly motivated graduate seeking an entry-level opportunity in **AML/KYC operations**. Skilled in data **verification, documentation**, and client interaction, with a strong understanding of compliance and confidentiality. Eager to contribute to risk mitigation and regulatory adherence in a dynamic financial environment.

PROFESSIONAL EXPERIENCE: -

- **Business Development Intern**

One Management International

August 2023 – September 2023

RESPONSIBILITIES AND ROLE DETAILS: -

1. Assisted in **client onboarding** and maintained accurate customer records and documentation
2. Conducted basic **client profiling** and data **verification** to support business operations
3. Communicated with prospective clients to understand requirements and ensure proper documentation
4. Maintained data confidentiality while handling sensitive client information
5. Supported team in tracking leads, follow-ups, and **reporting activities**
6. Developed strong attention to detail and **documentation accuracy**

- **Social Work Intern**

Speak Up Foundation

October 2023- November 2024

RESPONSIBILITIES AND ROLE DETAILS: -

1. Collected and **verified beneficiary** data ensuring accuracy and completeness of records
2. Assisted in **documentation** and report preparation for program activities

3. Interacted with individuals to gather required personal and **background information**
4. Ensured ethical handling of sensitive personal data and **maintained confidentiality**
5. Identified discrepancies in records and reported them to supervisors
6. Built strong communication and interpersonal skills through field interactions

- **CERTIFICATION : Anti Money Laundering Concepts: AML, KYC and Compliance by Udemy**

- **ACADEMIC QUALIFICATION**

COURSE\CLASS	DATE	INSTUTION	UNIVERSITY
B.Com(Hons)	2023	Mata Sundri College For Women	University of Delhi

- **PERSONAL DETAILS**

NAME	Amandeep Kaur
Sex	Female
Nationality	Indian
Marital Status	Single

- **TECHNICAL SKILLS:**

Accounting Software: Tally ERP 9 & Prime, Busy and Marg

Taxation: GST, TDS Return, E-Way Bill

Productivity Tools: MS Office, Advanced Excel, Google Sheets, MIS Report

- **CORE SKILLS:** Leadership & Teamwork | Time Management | Strong Documentation | Attention to Work | Adaptability & Multitasking | Strong Communication

- **Languages Known –** English, Hindi, Punjabi (Fluent)

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

PLACE: New Delhi

(Amandeep Kaur)