

Sonakshi Singh

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Summary

Detail-oriented AML/KYC Analyst specializing in corporate client onboarding and KYC remediation. Expertise in CDD, EDD, UBO identification, and sanctions screening, with a strong understanding of Netherlands AML regulations. Proven track record in maintaining compliance, supporting audits, and collaborating with cross-functional teams. Results-driven professional focused on financial crime prevention and regulatory adherence, utilizing advanced KYC tools to enhance organizational integrity.

Experience

KYC Analyst (On the project of BOQ), 03/2025 - Current

Capgemini - Noida, India

- Conduct EDD for high-risk corporate clients in line with AML policies and regulatory requirements.
- Analysed customer documents for KYC compliance, identifying discrepancies and mitigating risks to uphold regulatory standards.
- Reviewed and verified customer identification documents to comply with anti-money laundering regulations.
- Assess new account documentation to verify information and determine high-risk customers.
- Identify red flags, investigate suspicious activities, and escalate cases based on findings.
- Analyze risk triggers, alerts, and transaction patterns; document findings comprehensively.
- Managed RFIs to secure missing or additional client documentation, ensuring comprehensive client profiles.
- Support AML investigations and contribute to risk-based decision-making.
- Maintained up-to-date knowledge of regulatory changes affecting KYC, ensuring compliance with current legislation.
- Assessed new account documentation to verify information and determine high-risk customers.
- Analysed customer documents for KYC compliance, identifying discrepancies and mitigating potential risks.

AML/KYC Process Associate - ABN AMRO Project, 04/2023 - 03/2025

Tata Consultancy Services (TCS) - Gurgaon, India

- Executed end-to-end KYC onboarding, remediation, and periodic reviews for corporate clients, ensuring compliance and minimising risk exposure.
- Performed CDD/EDD including UBO verification, ownership mapping, and client risk classification to enhance client due diligence processes.
- Conducted sanctions, PEP, and adverse media screening using BKR and internal systems to ensure adherence to regulatory requirements.
- Ensured KYC documentation accuracy and compliance with WWFT, DNB guidelines, and internal policies.
- Supported audits and regulatory reviews by maintaining audit-ready documentation.
- Managed complaints with calm, clear communication and problem-solving.
- Collaborated with team members to achieve target results.
- Maintained clean, safe working environments to eliminate accident risks.
- Achieved service time and quality targets.

Skills

- Corporate KYC Onboarding
- Due diligence
- Enhanced diligence
- UBO Identification
- Ownership analysis
- Sanctions Screening
- PEP Checks
- Media review
- Remediation reviews
- Risk assessment
- Risk approach
- Regulatory adherence
- Customer identification
- Client onboarding
- KYC regulations
- Detail orientation
- Client relationship management
- KYC regulations knowledge

TOOLS

- BKR
- EPR
- Concord
- CLHTK
- MS Excel
- NROD
- SNOW
- Dow Jones

Education

Babu Banarasi Das University - Lucknow

MBA Finance

University of Allahabad - Uttar Pradesh

BCOM