

Sahil Rana

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Professional Summary

Detail-oriented and results-driven KYC/AML professional with experience in financial services and compliance, specializing in Customer Due Diligence (CDD), Enhanced Due Diligence (EDD), transaction monitoring, and sanctions screening. Demonstrated ability to efficiently handle complex regulatory challenges, enhance operational workflows, and provide training to new team members. Proven track record of ensuring compliance with regulatory requirements, risk mitigation, and quality assurance.

Professional Experience

Eclerx Services Limited — Senior Analyst

Chandigarh, India | Aug 2023 – Present

- Conduct thorough Anti-Money Laundering (AML) and Know Your Customer (KYC) reviews, applying Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) based on the identified risk profile, while ensuring rigorous quality checks across various entity types.
- Ensure compliance with regulations by performing sanctions and PEP screening, identifying beneficial owners, Doing Periodic review depending upon entity risk category and updating KYC files accordingly.
- Provide feedback to team members, resolve process-related queries, and ensure quality assurance through query tracker.
- Deliver training sessions for new joiners, ensuring alignment with process and compliance standards.

KPMG Global Services — Analyst

Gurgaon, India | Jan 2023 – Aug 2023

- Supported the Advisory department as a KYC Analyst, performing CDDR (Customer Due Diligence Reviews).
- Specialized in Remediation, Standard Due Diligence (SDD), Customer Due Diligence (CDD), Enhanced Due Diligence (EDD), Sanctions/PEP screening And periodic reviews.
- Monitored customer transactions via the TAD (Transaction Analysis Dashboard) to detect risks and red flags.
- Provided input on risk analysis, escalating potential true hits to the compliance team for further review.

WNS Global Services Pvt. Ltd. — Associate Operations

Gurgaon, India | Nov 2021 – Jan 2023

- Conducted KYC process management, including client onboarding, due diligence, and sanctions screening.
 - Performed gap analysis for client documentation to ensure completeness in KYC.
 - Monitored periodic reviews and handled EDD cases to mitigate compliance risks.
 - Performed quality checks on sanctions and customer applications to ensure high-quality outcomes.
 - Reported any potential risk/matches to team leaders for timely action.
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Education

Panjab University — MA (Hons.) Economics
Chandigarh, India | 2021

Amity University — B.A. (Hons.) Economics
Noida, India | 2019

Doon Public School — Class XII
New Delhi, India | 2016

Doon Public School — Class X
New Delhi, India | 2013

Certifications

- Basics of Computer Applications
 - Human Values and Community Outreach
 - Corporate Communication
 - Behavioral Science
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Skills: Hard Skills : Proficient in MS Excel, MS Word, MS PowerPoint, **Soft Skills :** Strong interpersonal communication, decision-making, problem-solving, leadership, multitasking, **Domain Expertise:** KYC/AML, Due Diligence, World Check, Data Gap Analysis, Process Training.

Languages

- English (Fluent)
- Hindi (Fluent)

Activities & Honors

- Member of “Umeed - A Drop of Hope” (2017-2018)
- Completed a 15-day internship with “India Redefined” on the theme “Aware India, Clean India” (16/01/2019 - 30/01/2019)