

**SYNOPSIS**

A dedicated professional, passionate about being a part of a successful and productive team and recognized as an effective and competent individual. To lead a team towards achieving the organizational goal so as to fulfill the voice of customer. Focus on creating a result-oriented team. Effective at managing diverse team members to accomplish the business goal. Having good interpersonal, learning, managing as well as performing skills. Being a hard worker with a positive attitude of achieving the results smartly, I aspire to prove my talent in the fast-moving world ahead. Offering 14 years plus of varied experience around KYC, Risk & Compliance, anti- money laundering, Due- diligence and reconciliation.

**WORK EXPERIENCE****1) Deutsche Bank**

Project	:	Know Your Client (Onboarding & PR)
Tenure	:	27-Mar-2023 to Till Date
Designation	:	Associate

**Responsibilities:**

- Doing onboarding of new client by checking all the KYC and regulatory requirements including SEBI and RBI guidelines
- Handling of ad-hoc activities as and when it come
- Taking care of various MI reports
- Completing the review within the timelines
- Supporting PR team in completing periodic review of various clients

**2) eClerx**

Project	:	Know Your Client (KYC)
Tenure	:	07-Dec-2021 to 28-Dec-2022
Designation	:	Senior Process Manager

**Responsibilities:**

- Working with senior management and other peers for strategy development execution and planning
- Ensuring clarity around priorities and goals for the entire functional area
- Providing guidance to direct reports, typically comprising first-line managers and supervisors
- Approving requests for investment to a certain level of authority
- Managing overall financial budgeting for the function Approving hiring and firing requests within her group
- Guiding the talent identification and development processes for a group or function
- Working across functions with peers in other groups to ensure collaboration for shared goals
- Interacting with senior management for reporting
- Communicating financial and goal results and key performance indicators to direct reports
- Tracking the progress and deliverables of the team so as to meet client expectations

- Working in collaboration with the team and resolving conflict if any
- Sharing productivity and quality reports to various stakeholders
- Doing proper resource utilization as per the skill sets.
- Sharing monthly and quarterly progress report with the stakeholders
- Monitor performance and conduct evaluations
- Set individual and team goals
- Review expenses and budgets
- Collaborate with multiple departments

### **3) Accenture Solutions Pvt. Ltd.**

Project : Know Your Client (KYC)  
 Tenure : 19-Sep-2016 to 15-Nov-2021  
 Designation : Assistant Manager (Quality)

#### **Responsibilities:**

- Leading a team of 3 Team leaders and overall strength of team is 22 members for a UKBased Investment Bank
- Responsible for conducting 1-2-1s, Appraisals & Performance management of team
- Maintaining the track of Quantity and Quality of Analyst/QC
- Mentoring new hires and peers onthe process. Creating workflow for team
- Preparing various daily reports i.e. Productivity, Forecasting, Target report, error DetailsReport etc
- Providing timely feedback to team members on their performance and help them to grow with learning curve with necessary support
- Handling client escalation, allocating tasks and priority requests.
- Conducting due diligence review for various clients (EDD, CDD)
- Creating KYC Profiles after conducting a thorough research on clients and collecting documents through approved sources. – [Regulator, Registrar, Clients Website, etc.] & Liaising with the front office / Client Integration Team for Documents and complete the review

#### **Achievements:**

- ✓ Promoted to Assistant Manager from Team Lead considering my passion and the dedication of doing things.
- ✓ Received several recognitions for Best People Management.
- ✓ Received various client appreciation emails for successfully completing the given assignment/project on time with zero miss-outs.
- ✓ Won several recognitions from the manager for my work and consistent performance in the team along with learning the new areas in team.

### **4) Wipro Services Private Limited**

Project : Know Your Client (KYC)  
 Tenure : 2-June-2015 to 16-Sep-2016  
 Designation : Sr. Analyst

#### **Responsibilities:**

- Creating KYC profiles after conducting a thorough research on clients and collecting documents through

- approved sources. – [Regulator, Registrar, Website, Clients Website, etc.]& liaising with the front office for documents and complete the review.
- Running sanctions and PEP checks on individuals for finding negative information and entities to make sure they are not part of the restricted list.
- Referring the client to the Financial Crimes team in case of any adverse news identified or in case the client has operations in High Risk Jurisdiction or is affiliated to a High Risk Business.
- Responsible for auditing the KYC profiles and also responsible for quality checks of approved accounts.

**Achievements:**

- ✓ Won star performer of the month awards for reviewing maximum cases with quality.

**5) Royal Bank of Scotland**

Project	:	Transaction Filtering-US
Tenure	:	10-Feb-2010 to 31-May-2015
Designation	:	Sr. Associate

**Responsibilities:**

- Responsible for assessing the pre / post transaction alerts to comply with OFAC, EU, HMT, Country, Internal Sanction, Adverse and PEP list.
- Responsible to escalate any potential match / unusual or suspicious activity to Country Compliance Officer or designated parties on Transaction Filtering / Transaction Monitoring / Client Screening which are deemed to be of high risk of Policy breach/money laundering.
- Planning and execution of queues before specified country cut-off so as to avoid any miss-out.
- For suspicious and Sanctioned elements, cancelling the payment and reporting it to MLRO as per Regulatory Guidelines and AML / KYC norms, and maintaining a Case file.
- Conducting the background screening on the Client name & other officials' names using tools such as Google, Lexis-Nexis, company-house, World Check, Fircosoft, PCR, RDC etc.
- Training new team members for smoother on boarding.
- Responsible for performing quality checks on the reconciliation breaks to ensure the sanity.

**Achievements:**

- ✓ Successfully completed Anti-money laundering / Know your customer certification from IIBF. Completed Suspicious Activity Report Training for US Investigative Units.
- ✓ Done with Office of Foreign Assets Control Training Program
- ✓ Done with Suspicious Activity Report Training and Anti Corruption Training Completed Resiliency Risk Awareness Training and Privacy Awareness
- ✓ Awarded for being vigilant for escalating a transaction involving sanctioned element. Won spot ovation for performing effectively in the team.
- ✓ Won month ovations for training the new comers.
- ✓ Won several recognitions from the manager for my work and consistent performance in the team along with learning the new areas in team.
- ✓ Volunteered in One Week in June and went in old age homes and selling of plants in RBS premises so as donating the money towards charity.

## LIVE PROJECTS UNDERTAKEN:

- **Project Title/ Role:** Client Screening as KYC Analyst  
**Responsibilities:** Periodical risk assessment of existing & new Client with AML Tools, Satisfying KYC norms, risk assessment of clients. Customer database batch screening and PEP / Sanction reviews.
- **Project Title/ Role:** WEB as AML Analyst  
**Responsibilities:** Assessment of the previously passed transaction which did not generate alerts & referring potential hits to CBD team.
- Attended a workshop with the client in UK basically related to the process changes and updates.
- Supported several ring-fenced team to accomplish the assignments within the timeframe like: Institutional Cash Management, Trade Finance for Foreign Institutions, Event Driven Review, Indian clients KYC.

## ACADEMIC QUALIFICATION

MBA (2010)	:	79% First Class (Chennai University)
BBA (2007)	:	69% First Class (Allahabad University)
H.S.C. (2004)	:	68% First Class (CBSE Board)
S.S.C. (2002)	:	65% First Class (CBSE Board)

## PERSONAL DETAILS

Address: Flat no:306, Building no:24, DB Ozone Society, Landmark- Thakur Mall, Dahisar East, Pin code - 400068

Date of Birth : 15-March-1985  
Gender : Female  
Marital Status : Married  
Languages Known : English, Hindi & Bangla

## DECLARATION:

I solemnly declare that the aforesaid details are true to my best knowledge and belief. In case of any discrepancies found, I shall abide by the verdict of the authority.

Place :  
Date :

Signature