

SUMMARY

Dynamic and detail-oriented Senior Associate with 4+ years of experience in KYC onboarding and due diligence regulatory compliance, transaction monitoring. Experienced in performing CDD and EDD reviews with an understanding of AML, KYC, and regulatory frameworks. Adept at streamlining processes to improve operational efficiency and enhance customer satisfaction. Eager to further grow and expand expertise in KYC/AML and transaction monitoring to contribute to continued success and development in the field.

WORK EXPERIENCE

Senior Associate, WNS global services private limited

SEP 2023 – OCT 2024

1. Conducted sanctions screenings and customer due diligence CDD reviews, including EDD, to ensure compliance with both national and international regulations.
2. Monitored transactions and client relationships to ensure adherence to OFAC, UN, EU, and DFAT sanctions regulations, while identifying and mitigating potential risks.
3. Analyzed and investigated potential hits from the screening process, distinguishing true matches from false positives, and ensuring thorough due diligence for high-risk clients.
4. Executed KYC and AML programs in alignment with company policies, ensuring compliance with OFAC and FinCEN 314(a)

Contact Centre Associate_45, Web help India Private Limited, (Concentrix)

JAN 2023 - SEP 2023

1. Monitored daily transactions to detect suspicious activities, applying sound judgment to escalate potential red flags to relevant authorities.
2. Maintained up-to-date knowledge of regulatory requirements, AML practices, and industry best practices in fraud prevention.
3. Independently utilized systems, databases, and the internet to resolve unusual transaction patterns or discrepancies in customer information.
4. Conducted thorough due diligence reviews on new clients and closely monitored high-risk accounts for potential AML violations, ensuring alignment with CDD, EDD procedures to identify and mitigate compliance risks

Senior Representative, Concentrix

Feb 2021 - NOV 2022

1. Verified customer identities and maintained secure KYC records.
2. Identified fraudulent accounts and implemented fraud prevention measures.
3. Resolved KYC-related queries and provided guidance to customers on compliance requirements.
4. Assist customers with account-related queries, focusing on resolving issues efficiently while maintaining regulatory compliance.

Senior Executive, Aegis (Startek)

DEC 2019 – SEP 2020

1. Monitored and maintained accurate KYC records, ensuring all documentation was up-to-date and compliant with relevant regulatory requirements.
2. Assisted customers with E-KYC and KYC-related issues, account queries, and guided them through the verification process to ensure smooth onboarding
3. Managed KYC onboarding for new customers, ensuring all regulatory and compliance standards were met during account creation

SKILLS

1. Continuous learning and adaptability.
2. Problem Solving.
3. Attention to details.
4. Ability to manage multiple priorities and work.
5. Ability to Work in a Team.
6. Risk Assessment and Management.
7. Data Analysis and Reporting.
8. Background Checks and Investigations.

EDUCATION

Graduation

Course: BCA (Computers)
College: Carolex Teachers University
Year Attended: June 2010 – June 2013.

Schooling

Gov. Boys Sr. Secondary School 2008 – 2010
Lilawati Vidya Mandir Sr. Sec. School 1996 – 2008