

# TRIPTI MISHRA

senior process associate

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Indore 

## SUMMARY

Analytical and detail-oriented Senior Process Associate with 2.10 years of experience in KYC, AML, and Financial Crime Compliance. Skilled in CDD, EDD, Transaction monitoring, and fraud risk assessment. Proven ability to ensure regulatory compliance, maintain data accuracy, and support seamless customer onboarding. Experienced in using tools like Lexis Nexis, SAS-AML, and MS Excel for case investigation and data validation. Known for collaborating with cross-functional teams to streamline compliance operations and support timely delivery of KYC reviews. Focused on continuous learning and delivering excellence in every aspect of AML and KYC operation.

## EDUCATION

Career college ,Bhopal

Bachelor's Degree in Business Administration  
2019-2022

## SKILLS

- KYC and AML operations.
- CDD/EDD.
- Sanctions, PEP and adverse media screening.
- Transaction Review & Fraud Detection.
- Client Onboarding & Periodic Reviews.
- Risk assessment & Escalation Handling.
- Compliance Documentation & Quality checks.
- Data analysis & Reporting (MS Excel, SAS, Lexis Nexis)

## CERTIFICATIONS

- Certified AML and KYC Analyst (CAKYA)-ICA/Udemy.
- Customer Due Diligence (CDD) & Sanctions Screening-Coursera
- MS Excel
- Financial Crime risk and Compliance Certificate -by ICA/Edx
- Transaction Monitoring.

## PROFESSIONAL EXPERIENCE

Senior Process Associate

TATA CONSULTANCY SERVICES (2022-2025)

- Performed EDD and CDD reviews on high-risk clients, including PEPs and correspondent banks.
- Investigated suspicious transactions and escalated potential AML/CTF cases.
- Conducted end-to-end KYC onboarding for corporate and retail-clients.
- Collaborated with cross-functional teams to implement KYC and AML procedures.
- Assisted in background verification and periodic KYC reviews of existing clients.
- Monitored transaction patterns to identify fraud and money laundering risks.
- Maintained audit-ready documentation ensuring compliance with regulatory standards.

## AWARDS AND RECOGNITION

- Awarded 'Star of the Month' 4 times.
- Assisted team lead and manager as a shift in charge to maintain team productivity and quality.
- Received certificates for productivity and consistency.