

# Diksha Sharma

8506852999 ds484271@gmail.com

LinkedIn - <https://www.linkedin.com/in/diksha-sharma-a3467b214>

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## Summary

Detail-oriented banking professional with experience in KYC documentation, transaction review, and client onboarding. Skilled in Excel and Power BI for compliance reporting and dashboards. Currently pursuing AML/KYC Certification from IIBF to advance my career in financial crime compliance and risk management.

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## Core Knowledge

- Anti-Money Laundering (AML) & Know Your Customer (KYC)
  - Customer Due Diligence (CDD) & Enhanced Due Diligence (EDD)
  - Sanctions & PEP Screening (OFAC, UN, EU lists)
  - Transaction Monitoring & Suspicious Activity Reporting
  - Regulatory Guidelines: RBI, FATF, PMLA
  - Compliance Documentation & Audit Support
  - Excel: Pivot Tables, VLOOKUP, Data Cleaning, MIS Reporting, Risk Trackers
  - Power BI: Compliance Dashboards, Data Visualization, KYC Review Monitoring
  - Other: Strong Communication, Data Handling Accuracy
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## Professional Experience

- HDFC Bank - Noida Branch --- July 2025 – Present
- Verified and updated customer KYC documentation, ensuring adherence to RBI & internal compliance norms.
- Escalated suspicious transaction-related queries to AML team, contributing to risk monitoring.

- Maintained accurate client records and follow-ups using Excel for compliance tracking.
  - Interacted with clients to explain banking requirements and resolve queries, developing strong communication and persuasion skills.
  - Supported cross-selling of banking products while ensuring compliance with regulatory guidelines.
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## **Education**

Bachelors in Economics & Mathematics 2021-2024

- Developed a strong foundation in economics, statistics, and applied mathematics
  - Specialised in economic modelling, market analysis, and quantitative methods relevant to financial decision-making.
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## **Certification**

- Pursuing – AML/KYC Certification (IIBF)
  - Advanced Excel & Power BI for Data Analytics
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## **Additional Information**

- Languages Spoken: English, French
- Nationality: Indian