

Diksha Sharma

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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.

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

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.

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.

Certification

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

Additional Information

- Languages Spoken: English, French
- Nationality: Indian