```

# Minakshi Singh

## PROFESSIONAL SUMMARY

Entry-level Analyst with knowledge of AML/Sanctions for financial crime compliance.

## SKILLS

Problem-solving, Excel, Agile Methodologies, MS Office, Power BI (Basic), SQL (Basic), Actimize, C-link, Stakeholder Management

## ACCOMPLISHMENTS

- Secured 3rd rank and certificate of Merit among all college participants in the online Math Whiz Contest.
- Participated in Internshala Graphic Design Contest 2.0 organised in association with Puma Sports India Limited.

## CERTIFICATIONS

- AI Dashboards using Microsoft Power BI- Skill Nation
- HackerRank Certificate- HackerRank
- Responsive Web Design Certificate- freeCodeCamp

## CONTACT

**PHONE:** +91 8968994402

**E-MAIL :**
meenakshi.singh842003@gmail.com

**LinkedIn :**
https://www.linkedin.com/in/minakshi-singh-797173132

**GitHub :**
https://github.com/minakshi-sing

## WORK EXPERIENCE

### MORGAN STANLEY (VIA HAYS) – BANGALORE - KARNATAKA

**ANALYST | Nov**, **2024 – Nov, 2025**

- Analyze alerts from sanctions screening systems, resolve false positives, investigate potential matches, and document findings.
- Identify and escalate true matches or suspicious activities to senior compliance staff for further review.
- Stay updated on global sanctions lists (UN, OFAC, EU, etc.) and ensure screening systems reflect current data.
- Collaborated with the tech team to build logic in an ML bot for real-time sanction alerts, enabling auto-closure of low-risk cases and smooth routing of others to the right investigative queues in the Actimize system.
- Work closely with Legal, Risk, and Operations teams to resolve compliance issues and promote best practices.

### INTERNSHIP STUDIO

**WEBSITE DESIGN & DEV. INTERNSHIP|9th May, 24 – 13th June,24**

- During my internship, I created an E-Commerce website with interconnected webpages using HTML, CSS, and Bootstrap.
- Designed and developed page layouts, custom navigation with CSS flexbox and grid.
- Developed a responsive design to optimise the website for maximum speed.

## PROJECT

**APPLICATION OF DBMS (Hospital Management System) (08/2018 - 09/2018)**

- A database that helps to generate patients' general information, medical history & other details.
- Develop the basic HMS model, completed using SQL database design consisting of 6 tables.

## EDUCATION

- B.E. from Oriental College of Technology - RGPV University, 2015-2019
- HSC from St. Xavier Senior Sec. School – CBSE, 2013-2015
- SSC from St. Joseph Senior Sec. School– CBSE, 2011-2013

## LANGUAGES

English:  Professional Working Proficiency

Hindi:  Full Professional Proficiency