

Nirbhik Dutta

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Professional Summary

Detail-oriented and analytically strong professional with experience in **operations, documentation, and process excellence** within large corporate environments. Backed by a B.Com (Hons.) and global business management programs, with strong communication, coordination, and accuracy-driven work ethic. Skilled at managing high-volume workflows, maintaining detailed documentation, and supporting **compliance-aligned processes**. Currently pursuing opportunities in **Financial Crime Compliance (FCC)**, leveraging strong fundamentals in verification, documentation quality, and structured analysis.

Core Skills

- Documentation Review & Process Compliance
- Customer Data Verification & Record Management
- Analytical Thinking & Error Identification
- Operational Workflow Management
- Reporting & Data Accuracy
- Communication & Stakeholder Coordination
- Risk Awareness & Escalation Judgment
- Excel, PowerPoint & Word

Professional Experience

AXA XL

Policy Analyst

June 2024 – December 2024

- Spearheaded accuracy-driven operational processes, consistently achieving **100% adherence** to strict documentation standards and regulatory guidelines.
- Executed comprehensive data validation, reconciliation, and reporting that directly supported functional and business needs, ensuring data integrity.
- Maintained structured, high-quality documentation, supporting and preparing processes for successful internal audits.
- Identified and recommended workflow improvements that enhanced team productivity and efficiency within the documentation lifecycle.
- Collaborated effectively with cross-functional internal teams, ensuring operational consistency, timely execution, and critical data accuracy.
- Cultivated strong attention to detail and quality review, applying structured problem-solving skills in a highly regulated insurance environment.

TXL

November 2022 – April 2024

Operations & Process Associate

- Managed high-volume daily operational tasks, including documentation handling and customer verification, ensuring strict process adherence.
- Reviewed process-related information and customer data, swiftly escalating critical discrepancies to maintain internal control and prevent errors.
- Developed and maintained organized, audit-friendly documentation systems, contributing significantly to strong data governance.
- Honed skills in accuracy-driven work and pattern recognition, leading to effective workflow optimization and error minimization.

Education

Conestoga College, Ontario, Canada

Graduate Certificate – Global Hospitality Management (2022–2023)

Graduate Certificate – Global Business Management (2021–2022)

Guru Gobind Singh Indraprastha University (GGSIPU), Delhi

Bachelor of Commerce (Honours) (2017–2020)