

# RAHUL GUPTA

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## PROCESS ASSOCIATE (KYC/AML ANALYST)

+91 9650950617 | Raahulg2512@gmail.com | Greater Noida (West), India

### SUMMARY:

Motivated and detail-oriented BA graduate with strong communication and problem-solving skills. Proficient in Microsoft Office, WordPress, and Canva, with experience in website management and visual content creation. Eager to learn, grow, and contribute to a dynamic team.

### WORK EXPERIENCE:

#### Genpact India Private Limited | Sector 59, Noida, Uttar Pradesh

Process Associate (KYC/AML Analyst) | May 2025 - Nov 2025

- Analyzed and verified client documentation for adherence to Know Your Customer (KYC) and Anti-Money Laundering (AML) regulations, ensuring full compliance.
- Managed daily case volumes, conducting thorough research using internal and external systems (including STR software) to identify and resolve discrepancies efficiently.
- Collaborated with internal compliance and operations teams to escalate high-risk cases, and clearly communicated required document updates to clients, streamlining the onboarding process.

### EDUCATION:

- Bachelor of Arts | Surya Sen Mahavidyalaya | July 2024
- Higher Secondary | Air Force School, Bagdogra | July 2020

### SKILLS & PROFICIENCIES:

- Technical Tools (Microsoft Office Suite)** - Excel, PowerPoint, Word, Outlook; WordPress, Canva, Web Hosting, Microsoft Copilot, LMS Software, STR
- Core Competencies** - KYC/AML Analysis, Detail-Oriented, Regulatory Compliance, Risk Management, Communication Skills, Creative Problem-Solving, Team Collaboration, Process Improvement

### CERTIFICATIONS & INTERNSHIPS:

- WordPress Development & Graphic Design**  
Internship | Fleenear LLP, Siliguri
- Outreach Training Program**  
Internship | PrashantAdvait Foundation, Noida
- Swimming**  
Certificate | SMSP, Siliguri

### LANGUAGES:

Fluent - English, Hindi, Bhojpuri

Basics - Nepali, Bengali