



SHALINI CHAUDHARY

KYC ANALYST

PROFILE

Experienced KYC Analyst with over 4 years of practical and competent expertise in conducting risk assessments to ensure compliance with regulatory and statutory obligations. Thorough understanding of Customer Identification Procedure requirements. Dedicated to maintaining the highest level of accuracy and attention to detail in work. Strong focus on streamlining communication, consistently striving to enhance operational efficiency and contribute to the overall success of the organization.

CONTACT

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SKILLS

- KYC Regulations Adherence
- Customer Experience Evaluation
- Detail-Oriented Approach
- Excel Spreadsheet Management
- Comprehensive Due Diligence
- Experienced with MS Dynamics CRM and Office Applications
- Compliance Performance Reporting

EDUCATION

AMITY UNIVERSITY, NOIDA U.P

MAY 2021
MBA In Finance & Marketing

INDIRA GANDHI NATIONAL UNIVERSITY, AMARKANTAK M.P

MAY 2019
B.Com Hons in Finance

WORK EXPERIENCE

Infoedge India Limited - Sr. KYC Analyst

Dec-2023 – Present

- Supported KYC processes for prospective and existing customers.
- Performing due diligence of new clients, covering a wide range of different type of client including: small/ medium/ large private and public limited companies as well as more complex structures such as co-operatives, foundation, governments, joint ventures etc.
- Managed a high volume of client data, maintaining strict confidentiality and adhering to internal policies for information handling.
- Identified potential risks and red flags through comprehensive customer risk assessments, mitigating potential frauds and losses.
- Escalating issues to client and internal managers to bring issues to their attention promptly.
- Ensured compliance with regulatory requirements by conducting thorough customer due diligence checks.

YES Securities India Limited - Client Relationship Associate

Dec-2020– Dec- 2023

- Initiate and maintain client investment accounts (Demat & trading) for individuals, partnerships, sole proprietors, private limited companies, HUFs, and trusts.
- Manage client KYC verification, due diligence, onboarding, and PEP assessments to ensure compliance, mitigate risks, and follow regulations.
- Ensured compliance with regulatory requirements by conducting thorough customer due diligence checks.
- Collaborated with 20+ RMs to develop customized financial solutions tailored to individual client needs; this collaborative strategy improved portfolio performance and strengthened client loyalty.
- Managed client expectations with clear communication, leading to stronger relationships and trust building.