

Chetna Taneja

Specialist

Specialist with a proven track record in conducting thorough background verifications under tight deadlines, ensuring full compliance throughout the process. A dedicated team player with strong problem-solving skills and a continuous drive to learn and improve.

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WORK EXPERIENCE

Specialist

Neotas Development Private Limited

02/2021 - 04/2025

Achievements/Tasks

- Conducted comprehensive due diligence across multiple domains, including Investment Due Diligence (IDD), Investment Migration Due Diligence (IMDD), Operational Due Diligence (ODD), and Enhanced Integrity & Reputational Due Diligence (IRDD).
- Performed advanced analysis of customer profiles and transaction histories to identify and report suspicious activities, utilizing data analytics tools and OSINT techniques.
- Led Level 2 and Level 3 investigations as a Senior Analyst, identifying legal, financial, regulatory, and reputational risks that could impact client transactions or partnerships.
- Executed due diligence for Citizenship by Investment (CBI) programs, evaluating applicants' financial and reputational backgrounds through public domain and open-source intelligence research.
- Reviewed and validated detailed due diligence reports for consistency, quality, and accuracy, ensuring adherence to compliance and risk assessment standards.
- Investigated individuals and entities for potential risks including OFAC sanctions, political exposure, corporate fraud, legal disputes, and adverse media as part of enhanced background checks and ORCA/Level 1 report processes.
- Experience in enhanced background checks and investigation including corporate fraud, OFAC sanctions, lawsuits, PEP, government connections and other risks.
- Due Diligence, Risk analysis, Report writing, KYC and Corporate investigation.

EDUCATION

Master of Business Administration

Guru Gobind Singh Indraprastha University

08/2018 - 09/2020

Bachelor of Business Administration

Guru Gobind Singh Indraprastha University

08/2014 - 09/2017

SKILLS

Microsoft Office

Effective risk assessment

Open-source intelligence

Clear and concise reporting

Financial crime prevention

Background verification

Analytical thinking

Quality assurance

Report Writing

Due diligence

ACHIEVEMENTS

Specialist - Legal Risk Management (01/2025 - 04/2025)

Recognized for leadership potential and performance based on legal risk management reports.

Senior Analyst (01/2024 - 12/2024)

Selected for internal promotion based on SLA's and client satisfaction scores.

PROJECTS

Kroll - Level 1 Projects (09/2021 - 11/2021)

- Social media presence, online presence and related risks.

Tier Projects (07/2022 - 09/2022)

- Legal Risks Management

Gun Trader (04/2023 - 06/2023)

- Dealer Risk Assessment.

Metropolitan police (08/2023 - 10/2023)

- Metropolitan Police report evaluating risks associated with firearms licensees and dealers.

KPMG (05/2024 - 07/2024)

- Online Social Media Analysis

CERTIFICATES

Anti-Money Laundering Concepts: AML, KYC and Compliance

Sep 2025