

Tanuj Pandey

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Professional Summary

Detail-oriented professional with a strong foundation in AML and KYC operations through a practical compliance project.

Experienced in customer onboarding, documentation, and risk-based review from client-facing roles.

Seeking an entry-level AML/KYC operations role to apply compliance and analytical skills.

Core Skills

- Anti-Money Laundering (AML) | Know Your Customer (KYC) | Customer Due Diligence (CDD) | Enhanced Due Diligence (EDD) | Individual & Corporate KYC | Risk-Based Assessment | Transaction Monitoring | Red Flag Identification | Escalation & Case Review | UBO Identification | PEP, Sanctions & Adverse Media Screening | Documentation & Compliance Review

PRACTICAL AML & KYC PROJECT

COMPLIANCE PROJECT: AML & KYC OPERATIONS (SELF-INITIATED)

- Completed a practical AML–KYC project simulating real banking compliance operations.
- Documented end-to-end CDD workflow including onboarding, verification, risk profiling, and escalation.
- Performed Individual and Corporate CDD case studies with justified risk ratings and UBO identification.
- Assessed high-risk customers (PEPs, sanctions, adverse media) applying EDD and approvals.
- Identified AML red flags and documented escalation actions through practical scenarios.
- Explained a basic transaction monitoring process from alert generation to decision-making.

Experience

Business Development Executive — Pregrad

Aug 2023 – Sep 2023 (INTERNSHIP)

- Assisted in customer onboarding and data verification.
- Maintained CRM records and documentation accuracy.
- Followed defined communication and process guidelines.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Doon Business School, Dehradun | Sep 2021 – Jun 2024