
MENAKA SIVAJI

AML/KYC (PROCESS ASSOCIATE)

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PROFESSIONAL SUMMARY

Detail-oriented and analytical AML/KYC Process Associate at Genpact with proven experience in Customer Due Diligence (CDD), Enhanced Due Diligence (EDD), and transaction monitoring for global banking clients. Skilled in identifying suspicious activities, conducting risk assessments, and ensuring strict compliance with AML regulations and internal policies. Adept at reviewing complex client documentation, maintaining high accuracy, and delivering quality results within tight deadlines.

WORK HISTORY

AML-KYC (process associate), 05/2025 - 11/2025

GENPACT – Noida, India

- Conducted Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) reviews for individual and corporate clients.
- Monitored and analyzed suspicious transactions to detect potential money laundering or fraud activities.
- Reviewed customer profiles and transaction patterns to assess financial crime risks.
- Ensured timely completion of CDD reviews and case closures while maintaining data accuracy.
- Utilizing AML and KYC tools to analyze and interpret complex data.
- Managed approximately 2-3 cases per day, completing the target of the day on time.
- Provided guidance to junior team members, helping them grow their expertise in AML/KYC analysis techniques.

EDUCATION

Masters in Agriculture (2024)

WASHINGTON STATE UNIVERSITY, USA (HOLD)

Bachelor of Science (Hons.) in Agriculture Science (2017-2021)

SHREE GURU GOBIND SINGH TRICENTARY UNIVERSITY, HARAYANA

CERTIFICATIONS

GENPACT

Generative AI	2025
Data literacy	2025
Agentic AI	2025
Microsoft Office	2025
Lean and Six Sigma	2025
Banking and Capital Markets (BCM)	2025
AML/KYC (Practitioner)	2025

Worked on Research paper regarding Agriculture 2023

COURSERA

How Computer Work	2021
Developers for Linux	2021
Financial market	2021
Embedded Software and Hardware Architecture	2021
Introduction to Psychology	2021
Write Professional Email in English	2021

SKILLS

Transaction Monitoring.

Customer Due Diligence.

AML-KYC Investigations.

Sanctions Screenings.

Compliance reporting.
Minitab

Team Collaboration.

LANGUAGES

ENGLISH	PROFICIENT
HINDI	PROFICIENT
TAMIL	NATIVE
FRENCH	CONVERSATIONAL SPEAKER

Committed to maintaining the highest standards of compliance and contributing to the organization's success through diligence, accuracy, and integrity.