

## **Professional Summary**

Detail-oriented and analytical professional with experience in US IT Staffing, Talent Acquisition and Customer Support, skilled in data analysis, documentation, and compliance processes. Experienced in reviewing candidate profiles, verifying documentation, and maintaining accurate records in fast-paced environments. Strong communication and analytical abilities with proficiency in Microsoft Excel, MS Office, and reporting. Seeking to leverage analytical and documentation skills in an AML/KYC Associate Analyst role to support financial compliance and risk monitoring.

## **Core Competencies**

Analytical Thinking	Microsoft Word
Data Review & Documentation	MS Office
Communication Skills	Data Analysis
Microsoft Excel	Compliance Awareness
Attention to Detail	Report Writing
Problem Solving	Multi-tasking

## **Professional Experience**

### **Freelancer - Fiver** **Oct 2022- Feb 2026**

Working on the project which aligns my expertise.  
Working part time job in Staffing through multiples of Company.  
Support there Portal Like Ciepal and A2Z through remote.

### **Customer Support (Contract) - Hird Consulting** **July 2022 – Sept 2022**

Support Amazon Customer Over Call to Clear there doubts.  
Working on there portal which directly implemented in there portal.  
Support over the call through Avaya.

## **Education**

### **Pursuing MBA in Finance**

Galgotias University | 2027

### **Bachelor of Science in Computer Science**

G.L Bajaj Institute of Technology and Management | 2022

## **Additional Skills**

- Strong written and verbal communication
- Ability to work independently and in team environments
- Fast learner with adaptability to new technologies
- Experience working in high-volume and fast-paced environments