

Arpit Jain

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PROFESSIONAL SUMMARY

BBA (Banking & Insurance) graduate based in **New Delhi** with focused interest in **Anti-Money Laundering (AML)** and **financial crime compliance**. Completed structured training in **AML, KYC, CDD, and Transaction Monitoring** through case-based simulations. Proficient in **Excel-based data analysis and documentation**. Seeking an entry-level **AML role** to build domain expertise and contribute to compliance teams.

CERTIFICATIONS

I. AML, KYC & Transaction Monitoring Compliance Bootcamp

- Reviewed **AML alerts** and **suspicious transactions**; conducted **KYC, PEP & sanctions screening**.
- Performed **risk-based assessments**, identified **red flags**, prepared **SARs/STRs**, and documented cases using **Excel (VLOOKUP, Pivot Tables)**.

II. Microsoft Power BI for Business Intelligence

- Created **interactive dashboards**; performed **data cleaning, transformation, and modeling** using **Power Query**.

III. Anti Money Laundering & Combating Terrorism Financing (CFT)

- Studied the **3 stages of money laundering** and **global AML regulations**.

INTERNSHIP EXPERIENCE

Ads Conversions

Noida, Uttar Pradesh

Digital Marketing Intern

Jul 2024 - Dec 2024

- Analyzed** website traffic and conversion datasets using **Excel** and **Shopify dashboards**.
- Conducted **cost vs outcome analysis** to evaluate campaign efficiency.
- Maintained structured database** of 700+ influencer records ensuring **data accuracy**.
- Prepared **performance reports** to support strategic decision-making.

VOLUNTEERING EXPERIENCE

Child Rights And You

New Delhi, Delhi

Volunteer – Data & Engagement Analysis

Apr 2024 - May 2024

- Analyzed** volunteer participation data using Excel.
- Identified engagement trends through **structured reporting**. Created **dashboards** and summary reports for **internal decision-making**. Ensured **accuracy** and **consistency** in record management.

LEADERSHIP EXPERIENCE

Melius- The Consulting and Analytics Club

New Delhi, Delhi

Director of Corporate Relations

Jul 2023 - Mar 2025

- Supported **market research** and **structured survey analysis** for live consulting projects.
- Assisted in **documentation, sponsorship decks, and formal MoUs**.
- Maintained records of **inter-college collaborations** and financial discussions.

ACADEMIC PROJECT

A. Study on Online Certifications & Employability

- Conducted an **exploratory study** to analyse undergraduate **students' perceptions of online certifications** and their impact on employability
- Designed** and **analyzed survey data** using Excel. Interpreted **structured responses** using basic statistical tools. Presented insights through **formal reports** and **dashboards**

B. Indian Taxation System with Reference to GST

- Studied **GST framework** including tax slabs, input tax credit, and compliance mechanisms.
- Analyzed regulatory impact on **businesses** and consumers.

EDUCATION

Maharaja Surajmal Institute

BBA (Banking & Insurance)-94.3%

New Delhi, Delhi

Graduation Date: May 2025

Ramjas School

Class XII- 92.4%

Class X- 95.5%

New Delhi, Delhi

Year of Passing: Jul 2022

Year of Passing : Jul 2020

SKILLS

I. Technical Skills:

- Microsoft Excel (VLOOKUP, Pivot Tables, Data Cleaning, Basic Formulas)
- Data Validation & Structured Reporting
- Basic Financial Statement Analysis
- Documentation & Record Management

II. Core Competencies:

- Attention to Detail
- Analytical Thinking
- Risk Awareness
- Process Orientation
- Strong Communication

ACHIVEMENTS

- **Ranked 2nd** in BBA (2022–25) batch for academic excellence.
- Secured **1st position** in intra-college case study competition (Analytical Problem Solving).