

# Paras Sharma

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## Summary

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Compliance Analytics Specialist with hands-on experience across Candidate Compliance, GRC, and BFSI operations supporting ANZ-region financial institutions. Combines regulatory rigor with data-driven analysis and workflow automation to improve compliance visibility, reduce manual effort, and support audit-ready, risk-aware decision-making in high-volume environments.

## Experience

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### Hays PLC — Hays Business Solutions

Compliance Analyst (Candidate Compliance)

Noida / Delhi NCR 2023 – Present

- Managed end-to-end compliance for **500+ temporary and permanent hires** across top-tier BFSI clients in the ANZ region, ensuring adherence to regulatory, contractual, and client-specific standards.
- Conducted high-volume **VEVO and visa eligibility checks**, preventing onboarding and payroll discrepancies while maintaining audit-ready documentation.
- Built and maintained **Excel, Power BI, and Looker Studio dashboards** to monitor onboarding status, document gaps, turnaround times, SLA breaches, and compliance risk indicators.
- Analyzed weekly compliance data using **SQL and Python** to identify trends, recurring issues, and non-compliance risks for stakeholder reporting.
- Supported adherence to **data privacy and employment compliance standards (GDPR-aligned documentation practices; familiarity with PCI DSS and APRA expectations)**.
- Supported **3+ internal and client audits** by providing accurate documentation, compliance evidence, and timely clarifications with zero documentation findings.
- Applied workflow automation concepts using **n8n/Zapier and structured prompts** to standardize reporting workflows and reduce manual compliance tracking effort.

### Lightspeed Business Services

Operations & Finance Analyst (Contract)

Agra Sept 2023 – Jan 2024

- Supported logistics operations, performed variance and budget analysis, and assisted in reconciliation of vendor and operational bills to ensure financial accuracy.

## Selected Projects

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### Compliance Tracker & Risk Dashboard (Excel / Power BI / Looker Studio)

- Designed cloud-accessible dashboards to track onboarding status, document completeness, turnaround time, SLA breaches, and risk flags for operational and audit review.

### Automated Compliance Reporting Workflow (n8n / Zapier)

- Built low-code automation workflows to consolidate compliance data, apply validation checks, and generate scheduled reports, reducing manual reporting effort.

### Compliance Trend Analysis (SQL / Python / Statistics)

- Used **SQL** for data extraction and **Python (pandas, matplotlib)** to perform statistical analysis (trend analysis, hypothesis testing, linear regression) to identify delay drivers and compliance risk patterns.

## Skills

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**Compliance & Risk:** Candidate Compliance, VEVO/Visa Checks, Regulatory Documentation, Audit Support, Risk Escalation

**Analytics:** Excel Dashboards, Power BI, Looker Studio, SQL (joins, aggregations), Statistical Analysis, Regression

**Programming & Automation:** Python (pandas, matplotlib), n8n, Zapier, Prompt Engineering

**Tools:** Excel (Advanced), SAP Fieldglass, One Touch (Hays), 3 Story Software, Citrix

## Certifications & Professional Development

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- CAMS (Certified Anti-Money Laundering Specialist) — *In Progress*
- SQL & Python for Data Analysis — DataCamp / Coursera (Ongoing)

## Achievements

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- Best Employee in Team — Two consecutive quarters; Certificate of Appreciation from UK Hays Managing Director.
- State and District-level Table Tennis Champion (multiple titles).

## Education

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**BBA — Bhimrao Ambedkar University**

2020–2023

84% — Class XII (CBSE): 86% — Class X (CBSE): 77%