

# Poonam Negi

Noida

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## PROFESSIONAL SUMMARY

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- Detail-oriented AML & Risk Analyst hands on experience in Transaction Monitoring, Customer Due Diligence (CDD), and Enhanced Due Diligence (EDD). Strong expertise in identifying financial crime risks, reviewing transactional behavior, performing KYC procedures, and ensuring regulatory compliance. Proven ability to deliver high-quality work within strict timelines while adhering to AML laws, internal policies, and client requirements while meeting quality and KPI standards.

## SKILLS

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- Compliance and controls
- Time Management and SLA adherence
- Communication and team collaboration
- Reconciliation & Data Management
- Transaction Monitoring
- Customer due diligence (CDD)

## TECHNICAL SKILLS

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- MS Excel
- MS Word & Outlook

## PROFESSIONAL EXPERIENCE

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- **Genpact** May 2025 - Present  
PROCESS ASSOCIATE- Risk & Compliance
  - Monitored customer transactions to identify data anomalies and red flags related to money laundering, terrorist financing, fraud, and sanctions violations, escalating high-risk cases for second-level review.
  - Collaborated with internal stakeholders to follow up on missing information, close action items, and ensure timely completion of reviews.
  - Ensured on-time and accurate completion of cases by strictly adhering to SLAs, internal procedures, and turnaround timelines.
  - Maintained 100% quality compliance while consistently achieving productivity targets.
  - Received Quarterly Reward & Recognition for exceptional performance, zero-error delivery, and adherence to quality standards.
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FINANCE INTERN
  - Assisted in preparation and review of financial statements in line with reporting standards.
  - Supported data collection and analysis for financial projections.
  - Gained working exposure to accounting systems and transaction recording (Tally).

## EDUCATION

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- **Galgotias University** 2023-2025  
Master of business administration (Finance and Business analytics)
- **Graphic era Hill University** 2020-2023  
Bachelor's of Commerce(honours)In Finance

