

TUBA IRAM

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Professional Summary

Detail-oriented MBA (Finance) graduate with hands-on experience in data validation, record verification, and structured reporting within controlled environments. Possess foundational knowledge of AML/KYC frameworks, including CDD, EDD, and risk assessment processes. Skilled in identifying inconsistencies, escalating potential risks, and maintaining compliance-focused documentation under strict timelines.

Work Experience

Administration Assistant (Data & Compliance Support) | MERCER

May 2025 - Nov 2025

(6-month Contractual)

- Executed end-to-end KYC and due diligence checks to validate identity documents, COI, and ITR for authenticity and regulatory compliance.
- Conducted end-to-end data validation for weekly operational reports, resolving flagged discrepancies before submission and maintaining 99%+ data accuracy.
- Conducted financial due diligence by analyzing balance sheets and bank statements to identify inconsistencies, missing entries, and forged records.
- Supported risk mitigation and compliance by ensuring accurate and complete documentation.
- Identified potential financial and compliance risks through detailed document scrutiny and cross-verification.

Project Intern | SADRAG

Jan 2025 – Mar 2025

- Handled day-to-day documentation and maintained organized records for project-related expenses and activities.
- Assisted with basic financial tracking such as verifying bills, maintaining log sheets, and ensuring that documents were complete before submission.
- Coordinated with 5+ field and office stakeholders to collect and validate project data, resolving missing information to keep timelines on track

Accounts Intern, Ayurveda Ayurveda

May 2024 – Jul 2024

- Processed 75+ monthly vendor invoices with strict accuracy standards, updating structured financial logs to support timely payment and compliance reporting
- Assisted in compiling and formatting financial statements for internal and compliance reviews, ensuring alignment with company accounting policies
- Maintained organized, searchable documentation archives for 100+ financial and operational reports to streamline compliance audits

Education

Master of Business Administration, Finance

Oct 2023 - Apr 2025

Dr. B. R. Ambedkar University, Delhi

Bachelor of Arts in Finance & Economics

Jul 2019 - May 2022

University of Delhi

Skills

Technical Skills: MS Excel & Reporting, Power BI, Microsoft Office Suite, JIRA, SQL, Data Validation & Record Review, Documentation Verification, AML/KYC Fundamentals.

Analytical Skills: Data Analysis, Problem-Solving, Attention to Detail, Strategic Thinking

Soft Skills: Communication, Team Collaboration, Corporate Communication, Time Management, Adaptability

Projects

BeeUP: Business simulation project

- Conducted structured analysis of operational processes to identify control gaps, documentation risks, and efficiency issues within simulated business workflows.
- Evaluated potential risk points in repetitive administrative tasks and proposed structured review mechanisms to improve transparency and accountability.
- Location: 8044 Gockhausen, Switzerland

X-Culture: International collaboration project

- Collaborated with a 5-person global student team to build a market entry strategy report for a mock international brand, practicing cross-cultural communication and compiling research to share with our class group.
- Conducted structured research and comparative analysis of regulatory and business environments across regions, synthesizing findings into formal written reports.
- Location: Global Academic project - UNC Greensboro

Analyzing Financial Health of Indian Banks: Insights from CMIE Data

- Analyzed bank-level financial data from the CMIE database to assess capital adequacy, asset quality, and profitability trends.
- Conducted ratio and trend analysis to identify potential financial risk indicators.
- Prepared structured summaries highlighting key stability and risk observations.
- Location: Dr. B.R. Ambedkar University, Delhi