

# GAURAV SINGH

AML / KYC Analyst | Compliance & Risk | Data & Investigations



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## PROFESSIONAL SUMMARY

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Compliance and data professional with 3+ years of hands-on experience in AML/KYC operations, risk-based case reviews, and large-scale data validation. Experienced in reviewing suspicious activity across varied client profiles, conducting due diligence, and ensuring adherence to internal quality and regulatory standards. Known for maintaining high accuracy under pressure, meeting deadlines consistently, and adapting quickly across multiple process queues and responsibilities.

## KEY ACHIEVEMENTS

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- ▶ Sustained 98%+ accuracy across all case reviews and data validation tasks throughout tenure.
- ▶ Zero critical errors flagged during internal compliance and quality audits.
- ▶ Cut process turnaround time by 25% by identifying and eliminating bottlenecks in the workflow.
- ▶ Reduced manual reporting workload by 40% through self-built tracking tools in Excel and Google Sheets.

## PROFESSIONAL EXPERIENCE

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### Analyst - KYC / Compliance & Data

Vaco Binary Semantics LLP | Gurugram, India | Jun 2023 - Nov 2025

- ▶ Reviewed and assessed customer profiles and transaction patterns to identify unusual behaviour, potential risk indicators, and cases requiring escalation to senior compliance teams.
- ▶ Carried out end-to-end KYC checks including Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) for clients spanning standard and elevated risk categories.
- ▶ Worked closely with risk, legal, and operations teams to close cases accurately and on time, maintaining consistent SLA performance across high-volume queues.
- ▶ Investigated discrepancies in customer data and activity records, documenting findings clearly for audit and reporting purposes.
- ▶ Performed regular quality checks on processed cases to uphold compliance benchmarks and internal accuracy standards.
- ▶ Built structured MIS reports and tracking dashboards in Excel and Google Sheets, cutting manual effort significantly and improving team reporting efficiency.
- ▶ Identified process gaps and proposed improvements that led to a measurable reduction in case handling time across the team.

### International Hotel Ads Process Executive (BPO)

Vaco Binary Semantics LLP | Gurugram, India | Jun 2023 - Nov 2024

- ▶ Managed end-to-end international hotel advertisement operations for global clients, overseeing data accuracy, content quality, and listing integrity across multiple platforms.
- ▶ Validated and updated hotel listings including pricing, availability, and promotional content, ensuring all information met client specifications and platform standards.
- ▶ Executed product matching and data mapping across platforms, resolving mismatches and maintaining consistency across large-scale datasets.
- ▶ Performed regular data cleansing and quality checks on ad content, identifying and correcting errors before they reached live environments.
- ▶ Coordinated with backend teams to support ad campaign operations, ensuring smooth execution and timely delivery within agreed SLAs.

- ▶ Maintained accurate records of all updates and changes made to listings, supporting audit readiness and client reporting requirements.

## Associate Analyst

**Vaco Binary Semantics LLP** | Gurugram, India | Dec 2022 – May 2023

- ▶ Conducted data validation and risk-based analysis on customer records, flagging anomalies and incomplete entries for review.
- ▶ Supported compliance documentation, due diligence tasks, and internal quality improvement initiatives from the ground up.
- ▶ Developed foundational knowledge in compliance processes, contributing to measurable improvements in team accuracy.

## CORE SKILLS

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**AML & Compliance:** KYC Onboarding, Customer Due Diligence (CDD), Enhanced Due Diligence (EDD), Suspicious Activity Review, Risk Assessment, Case Escalation, Regulatory Compliance, Compliance Reporting, Document Verification

**Investigation & Analysis:** Behavioural Pattern Analysis, Transaction Review, Discrepancy Detection, Due Diligence, Red Flag Identification, Record Maintenance

**Data & Reporting:** Advanced MS Excel, Google Sheets, MIS Reporting, Dashboard Building, Data Validation, Data Cleansing, Quality Audits, SLA Management

**Operations:** Multi-queue Management, Process Optimization, Workflow Improvement, Cross-functional Collaboration, Backend Operations

**Soft Skills:** Attention to Detail, Analytical Thinking, Adaptability, Time Management, Team Collaboration, Problem Solving

## EDUCATION

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### Bachelor of Technology (B.Tech)

Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh | 2017 – 2021

### Higher Secondary – 12th Standard (Science Stream)

Shaheed Bhagat Singh Inter College, Uttar Pradesh | 2016 | Physics, Chemistry, Mathematics

## CERTIFICATIONS & TRAINING

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- ▶ Advanced Google Sheets and Data Analysis
- ▶ Quality Management and Process Improvement
- ▶ Google Ads Fundamentals (In Progress)