

OM PRANJAL

PERSONAL DETAILS

Mob :- 09540745642

Email :- om.23pranj@gmail.com

Address :- Ghaziabad, Uttar Pradesh

KEY ACHIEVEMENTS

Enhanced Due diligence success

Conducted 100%+ EDD assessments monthly, achieving 95% compliance rate,

KYC processing improvement

Reduced KYC/CDD processing time by 30% through optimized workflows.

Team leadership excellence

Lead team to achieve 98% transaction monitoring accuracy within first six months.

Data insights contribution

Generate 50+ weekly insights for management, improving decision-making by 25%.

STRENGTHS

Adaptability

Ability to quickly adjust to new environments, technologies, and challenges

Proactive Leadership

Demonstrated initiative in taking charge of tasks and motivating team members to achieve goals

Communication

Strong communication skills enabling clear articulation of ideas and effective collaboration

Problem-solving and Decision-making

Proficient in analyzing complex issues and identifying viable solutions

Professional Development

Commitment to ongoing learning and growth, actively seeking opportunities for enhancing skills

IT Skills

Skilled in Microsoft Office Suite, Internet research, and fundamental computer skills

LANGUAGES

English Native ●●●●●

Hindi Native ●●●●●

Senior Associate | KYC & AML | Financial Crime

SUMMARY

I am a young professional with a Bachelor in Hospitality, recognized for my excellent academic performance and dedication to growth. My experience includes roles in team management and administrative coordination at a private academic institute, where I progressed from Staff Assistant to Senior Staff Assistant. Additionally, I am currently expanding my expertise in AML-KYC at Genpact. I am eager to leverage my skills to positively impact the development sector

WORK EXPERIENCE

Senior Executive/AML-KYC

01/2025

Genpact Pvt Ltd.

Badshahpur,
Gurgaon, Haryana

- Ensured compliance with enhanced due diligence, improving accuracy for 100% high-risk clients.
- Conducted KYC/CDD cycles, verifying complex ownership structures and resolving QA issues.
- Investigated suspicious activity and filed detailed reports within deadlines, ensuring regulatory compliance.
- Transaction Monitoring, KYC Verification, onboarding, assistance on app and website, providing overall support to Clients/ International Customers.
- Led knowledge-sharing sessions, enhancing team effectiveness and adherence to compliance.
- Collaborated with cross-functional teams to maintain compliance with AML regulations and best practices.
- Facilitated communication and escalations between operations and management for seamless updates.

Senior Staff Assistant

04/2021 - 11/2024

Shiksha Today

Delhi NCR

A private academic institute

- Managed a team of 10 staff members, overseeing administrative tasks and collaborative efforts with universities to streamline paperwork processes and enhance operational efficiency.
- Worked diligently in chat support department for one year and helped the organization grow through my efforts.
- Aided Senior Management in planning to enhance team performance. Cultivated a teamwork and accountability culture to achieve company goals.
- Liaised between organization and universities, negotiating agreements and facilitating partnerships for educational initiatives.
- Analyzed team performance metrics and project outcomes, providing actionable insights for continuous improvement and strategic decision-making.
- Counselled students and parents on educational concerns and decisions.
- Managed a high volume of incoming communications, ensuring prompt and professional responses to inquiries via calls and emails.

EDUCATION

Bachelor of Hotel Management (B.H.M.)

08/2017 - 06/2021

Amity University

Noida

High School (12th)

04/2017 - 04/2017

J.K.G International School

Indirapuram

Matriculation (10th)

04/2015 - 04/2015

J.K.G International School

Indirapuram

CERTIFICATIONS

AML/KYC & Compliance Training

Training focused on Anti- Money Laundering (AML), Know Your Customer (KYC) regulations and compliance practices

Agentic & Generative AI

Course exploring the applications of agentic and generative AI

SKILLS

AML · KYC onboarding and verification ·
Microsoft Excel · Transaction Monitoring ·
Gmail · Salesforce · CC · Control Center ·
Outlook · Support

FIND ME ONLINE

 www.linkedin.com/in/om-pranjal-102a741b8
om pranjal

CERTIFICATIONS

Advance Excel Course - NSDC & Skill India

Successfully completed a Advance Excel skills development training

Lean Six Sigma

Certified professional skilled in process improvement and quality management.

People Management Training

Training designed to enhance people management skills