

SRIJEETH H NAIR

SENIOR MANAGEMENT PROFESSIONAL: Anti Money Laundering (AML), KYC and International Compliance Audit, Crypto Currency

Industry Preference: AML Services and Compliance Audit/ AML in Foreign Banks

Mobile: 98477-701369

E-Mail: srijeethhnair12@gmail.com

SUMMARY

- **Meticulous Operations Manager** with over **16 years** of diverse experience in the **Financial Services industry**, including extensive exposure to the **cryptocurrency** domain. Proven expertise in streamlining operations, driving process improvements, ensuring compliance, and leading cross-functional teams to achieve organizational goals.
- Possess **Team Management experience for 8 years** and **3 years' experience in Project Management**
- Comprehensive knowledge in both **AML and Compliance Audits** and acquired incisive experience in handling team at different locations
- Working closely with MLRO and other senior managers to identify, access and mitigate regulatory compliance risks, determining priorities and resources required to effectively control them.
- Versatile knowledge of Corporate KYC & Suspicious Transaction Reporting and ability to drive improvement and efficiencies in AML Process
- Hands-on experience in **CDD, EDD, Periodic Review & Trigger Review, On Going Screening, Support and Fraud investigation in crypto currency.**
- Continuously monitor regulatory changes and update KYC process accordingly to maintain full compliance.
- Extensive knowledge of methodologies for researching and analysing compliance issues
- Excellence in reviewing STRs and conducting appropriate analysis and investigation of customer backgrounds, escalating any issues that may arise for further investigation and prosecutions
- An enterprising leader coupled with excellent communication, interpersonal, innovation and problem-solving skills.

ACCOMPLISHMENTS

- Successfully established a pilot project in a new location (Chennai) with a team of 90 freshers; played a key role in the setup, training, and operationalization—project continues to run successfully.
- Took a stellar role in driving SLA compliance consistently over the past year by implementing balanced work allocation and proactive planning, ensuring deliverables were completed 2 days ahead of schedule to absorb potential risks or delays.
- Spearheaded the launch of another pilot project involving 150 freshers across two locations, ensuring structured onboarding, training, and operational effectiveness—project is running smoothly.
- Fostered a positive, collaborative team culture, promoting trust, open communication, creative problem-solving, and strong team cohesion to drive engagement and productivity.

LOCATION:

Permanent – Aluva, Kerala

Current – Chennai, Tamil Nadu

EDUCATION:

B. Com: Commerce

MG University – Kochi

Jun' 2004 – May' 2007

Post Graduation Diploma: Logistics & Retail Management

Leads Business School – Ernakulam

Jan' 2008 – Jun' 2008

PERSONAL SKILLS:

- Effective Communication
- Adaptability
- Quick Learner
- Good Listener
- Attention to details
- Analytical thinking
- Time Management
- Collaboration
- Ethical Behaviour
- Ownership
- Accountability
- Process Improvements
- Project Management
- Client Management
- Internal Stakeholders Management (HR/ Admin/ Finance)
- Quality Control and Assurance
- Training and Team Building
- Leadership
- Prompt Decision-making
- Problem-solving
- Multitasking
- Conflict Resolution

EMPLOYMENT HISTORY

Guidehouse || Manager || Chennai, Tamil Nadu

Sep' 2022 - Present

Key Result Areas:

- Ensure seamless execution of projects by aligning team efforts with **client objectives** and **maintaining high-quality** standards to exceed client expectations.
- Led **timely project deliveries**, ensuring effective **onsite/offshore coordination** and transparent communication with stakeholders across all project phases.
- Contributed **strategic insight** toward planning and executing the organization's customer experience goals, aligning project execution with long-term business vision.
- Built, retained, and developed high-performing teams by setting structured onboarding plans, providing continuous **coaching and feedback**, and nurturing **leadership capabilities** in team members.
- Trained employees in **financial crime identification**, including escalation of suspicious activity and reporting to regulators and law enforcement agencies.
- Monitored and evaluated **employee performance**, conducting appraisals and addressing development or productivity gaps with appropriate measures.
- Designed and implemented **efficient workflow processes**, supervised daily operations, and initiated changes to enhance personnel productivity and overall process effectiveness.
- Developed and introduced **new procedural guidelines** to streamline operations and improve compliance and efficiency across the team.

Situs AMC || Team Lead || Kochi, Kerala

Apr' 2021 - Sep' 2022

Key Result Areas:

- Accountable for **overall team management**, ensuring all key performance metrics aligned with **client SLA** are consistently met.
- Managed **team performance and development**, fostering a culture of continuous improvement and accountability.
- Built and maintained strong **client relationships**, serving as the primary point of contact for performance updates and issue resolution.
- Identified performance gaps and **established action plans** for continuous process improvement and efficiency gains.
- Designed and maintained **daily and monthly production MIS reports** to facilitate effective planning and execution of client deliverables.

Guidehouse || Team Lead || Trivandrum, Kerala

Jul' 2015 - Apr' 2021

Key Result Areas:

- Oversaw **four mortgage compliance testing processes** across both **origination and servicing areas**, ensuring adherence to regulatory standards.
- Delegated and monitored **daily tasks** to team members, ensuring timely and accurate completion.

TECHNICAL SKILLS:

- Data Analysis
- Risk Assessment
- Regulatory Compliance
- Customer Due Diligence
- Enhanced Due Diligence
- Periodic Review
- Trigger Review
- Screening
- Customer Handling
- Documentation Review
- Risk Mitigation
- Negative News/PEP identification
- Fraud Investigations
- Screening, Support
- AML Compliance
- Compliance Auditing (US Residential Mortgage)
- Underwriting
- Post Closing
- Retail and Logistic

REGULATORY FRAMEWORKS:

- Bank Secrecy Act
- The PATRIOT Act
- OFAC requirements
- FinCEN Guidance

COMPLIANCE SOFTWARE:

- Salesforce
- Clear or Refinitiv
- Looker
- User Admin
- World check and Adverse media search
- OSINT (Outsource Intelligent)

- Compiled and analysed **process updates**, tracked progress, and identified gaps/conflicts to streamline team activities.
- Proactively addressed **resource and production challenges**, reducing downtime and enhancing operational efficiency.
- Created and maintained **daily and monthly MIS reports**, enabling effective client-specific deliverable planning.
- Played a key role in **employee development**, focusing on skill-building initiatives and enhancing job satisfaction.

UST || Senior Associate || Kochi, Kerala

Sep’ 2010 - Jun’ 2015

Key Result Areas:

- Assigned **daily tasks** to team members and actively monitored activity to ensure timely and accurate task completion.
- Prepared comprehensive reports detailing **process specification updates**, identifying potential conflicts and team activity insights.
- Proactively minimized **resource and time inefficiencies** by promptly resolving employee and production-related issues through effective solutions.
- Designed and delivered **daily and monthly MIS reports** to support client-specific deliverable planning and execution.
- Supported **employee development** and performance improvement by fostering skill-building initiatives and boosting job satisfaction.

More Super Market || Store Supervisor || Kochi, Kerala

Sep’ 2008 - Aug’ 2010

Key Result Areas:

- Assigned and monitored daily tasks of store employees to ensure operational efficiency and timely task completion.
- Held accountability for the overall day-to-day operations of the retail store, ensuring smooth workflow across departments.
- Managed store accounts including daily cash flow, billing, and reconciliation activities.
- Supervised floor operations, including both process oversight and direct labour supervision to maintain service standards.

Reliance Logistic India Pvt, LTD || Management Trainee || Ghaziabad,

Uttar Pradesh - Mar’ 2008 - Jun’ 2008

Key Result Areas:

- **Day-to-Day Inventory Management:** Prepare daily inventory reports and conduct age-wise analysis to identify slow-moving stock (>30 days) for liquidation or return.
- Warehouse & Transportation Coordination.
- **Logistics KPIs Monitoring:** Track performance metrics such as transit time, order fulfillment rate, capacity utilization, and cost per shipment. Provide timely MIS reports to leadership.
- **Service & Quality Metrics:** Ensure on-time delivery, low error rates, and high customer satisfaction. Track any delays or discrepancies and drive continuous improvement.

DATA ANALYSIS AND REPORTING TOOL:

- Excel
- Google Sheets
- Google Docs
- Word
- PPT

HABITS:

- Art Works
- Listen Music
- Read Books
- Traveling
- Walking

LANGUAGES:

- Malayalam
- Hindi
- English
- Tamil