**Neha**

**Neha.371887@2freemail.com**

**Career Objective:**

Investing the incorporated skills of exercising and executing view and decision making ability to achieve concrete returns and expanding skills as a financial professional within a progressive organisation, where expansion to new horizons the buzz word and which challenges it’s people, while enhancing learning and leadership abilities. I wish to reach the top most echelons of a professional Organisation, which offers ample opportunities for enhancing individual growth.

**Professional Qualification**

Diploma in Computers from BSS College government recognized certified.

**Academic Qualification**

* Passed Post Graduate Diploma in Business Administration in 2017 with 65%
* Passed B.Com with Accounting and Finance under Mumbai University in 2013 with 73%

**Organisational Experience**

* Worked as a Financial Analyst – With Eclerx Service Ltd. (March 2014-February 2017)

**Key Responsibility Area**

* Obtain clients information from database to authenticate checklist.
* Follow FCC guidelines while performing KYC on clients.
* Verify individuals’ identity through passport, driving license, credit report and sources of funds which are precautionary against identification theft and fraudulent activities.
* Check individuals’ status of being guarantors, general partners, equity sponsors or PEPs.
* Extract Secretary of State (SOS) from worldwide company house for legal name, registration date & number.
* Verify existence through formation documents - articles of incorporation, partnership/trust deed agreement.
* Ascertain evidence of exemption from Stock exchange listings, FINRA, Federal Deposit Insurance Corporation (FDIC), IRS, National Center for Charitable Statistics.
* Ascertain for regulations and exemptions from NFA,FDIC, OSC , CSA, FINRA and perform onboarding as per the entity type during Client Identification Program.
* Look up nature of business on S&P Capital IQ, Hoovers, Yellow pages, Manta, D&B Report , Bloomberg etc.
* Locate Tax Identification Number (TIN)/ Foreign Identification Number in W-9, W-8.
* Coordinate with loan IQ and wire transfer teams for purpose, anticipated frequency, mode of payments etc.
* Perform PEP checks in Accuity and for adverse or negative news perform screening in Factiva and identify PEP’s , SOE and Government Entity.
* Thorough searches on hit results and confirm the potential one with concerned team.
* Search organization structure till Ultimate Beneficiaries and Controlling parties.
* Maintain issue logs and system corrections in Dashboard
* Involved in the training team order to merge new talent in the organization.
* Point of Contact for solving queries and technical issues.
* Lay hold the daily counts to boost the productivity and refresher sessions to maintain accuracy.
* Perceive the client’s requirements and carry out in an appropriate way in time sensitive situations.

**Area of Work**

* Preparing Compliance reports in the client database software
* Seeking approvals at various stages from Relationship Managers via Email
* Obtain Approvals for Politically Exposed Person, State Owned Entity from the concerned team.
* Perform Adjudication on Nexis Lexis, Accuity, Factiva on directors and signatories of entities.
* Identifying Sources of Funds from annual report and nature of business of client.
* Request for waivers (approvals) for high risk rating client with respective relationship managers.
* Observing Financial Statements of clients in order to know their profit and revenues and assets from annual reports of entities.

**Professional Experience:**

**eClerx Airoli, New Mumbai, as “Senior Analyst - Quality Auditor”**  Know Your Client (KYC) Anti Money Laundering (AML) Customer Due Diligence/ Client Onboarding.

* Worked in a pilot project to serve a Canadian financial institution performing KYC AML for Individuals, Corporations, LPs, LLPs, LLCs, Trusts, Funds, Non-Profit organization and Government entities based in US and Canada.
* Working in a pilot process to serve an Australian Listed Investment Company performing Client Onboarding for all the client based in all the regions (UK, AUZ, New Zealand, Canada, US, South Africa, India).

**Achievements at Work:**

* Received appreciation from management for being the best and dedicated Quality Auditor
* Received Spot Rewards for achieving the throughput before time and helped team members to achieve their targets as well.
* Received Critical Competency Allowance (CCA) in March 2016 appraisal for handling pilot project as Quality Auditor.

**Computer Proficiency**

* MS Office
* Financial Package – Tally.

**Interest**

* Reading newspaper and business magazines
* Travelling and watching movies

**Personal Profiles**

* Date of Birth: 15th December, 1992
* Marital Status: Married
* Nationality: Indian
* Languages: English, Hindi and Sindhi

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.