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| SUNEET  |
| Email: Suneet.380341@2freemail.com  |

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| **Career Objective** |
| To work in challenging and creative environment to effectively contribute towards achieving goals of the organization and establish myself as an efficient and successful professional in the present global economy with continuous improvement. |

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| **Work Experience** |
| **Organization: J.P.MORGAN CHASE** KYC SpecialistFrom 24th August 2015 to Till Date.**Roles and Responsibilities:*** KYC /AML procedures and policies that need to be complied with the KYC systems and databases that hold KYC information and records.
* Performing Reputational Risk searches - negative media searches and Sanction screening process on KYC counterparties.
* Review, evaluate and escalate Sanction, Watch list and PEP screening.
* End to end process of checking KYC (CIP and CDD) details of business banking entity and consumer banking.
* Performing due diligence review and escalate concerns to AML compliance team.
* Documentation & Verification of Customer and Business Banking account information to validate customers to get the Tax Benefit.
* Validating various regulatory documents submitted by the Customers.
* Work on PA and OFAC accounts.
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| **Previous Organization: Madhyam Buildtech Pvt. Ltd.****Assistant Sales Manager**From 1st Feb’2013 - 30th June 2015**Roles and Responsibilities:** * Achieving Monthly Sales Targets.
* Led business development and marketing efforts.
* Arranging client meeting and consult them to buy right property by giving details about it.
* Training to new hires
* Presentation for clients.
* Presenting my company in different organization
* Publishing sales reports to internal management.

**Additional Responsibilities:*** Participate in Debate competition in XII, got 2nd prize.
* Participate in Dance competition at State Level.
* Conducted business plan activity with food stall at FMS, MRIU (Sept 2011)
* Participated in Anti cracker rally organized by FMS, MRIU (Oct 2011).
* Organized Events in college Like Parties, Functions.
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| **SUMMER INTERNSHIP** |
| Company Name 1 : **Dexter Consultancy Pvt. Ltd.**Duration : 2 MonthsLearning’s* Data Entry
* Providing details about the location through Google map
* Mapping the location through GPRS.

Company Name 2 : **HSBC**Duration : 2 MonthsLearning’s* Calling People
* Knowledge about share market.
* See the trend of shares up and downfall.
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| **Educational Qualification** |
| 2011-2013 Manav Rachna International University * Master in Business Administration

2008-2011 D.A.V Institute Of Management * Bachelors in Business Economics

2008 D.A.V Public School |

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| **Personal Details** |
| **Gender : Female****Marital status : Unmarried****Date of Birth : 12-Jan-1991****Languages Known :** English, Hindi and Punjabi. |

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| **­­­­ Declaration** |
|  I hereby declare that the above-mentioned information is Accurate and Updated to my Knowledge |