**CURRICULUM VITAE**

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| **C:\Users\User\Desktop\Resume\Shreyasi photo.jpg** | SHREYASI SANYAL GOSWAMI  HANDPHONE:+ 65 91483174  E-MAIL:[rupurisha\_2006@yahoo.co.in](mailto:rupurisha_2006@yahoo.co.in)  VISA STATUS:DEPENDANT’S PASS  LOCATION: SINGAPORE |

PROFESSIONAL SUMMARY

* 8+ years’ work experience; 7 years of experience as Compliance & Information Security Specialist/Legal Officer (specialization in AML / KYC / Cyber Security - Consequence Management and Data Leakage Protection), implementation of corporate policies, monitoring and documentation.
* Organized, focused and diligent. Ensure qualitative results within timelines.
* Seeking similar work profile in Corporate/AML compliances, Information Security and/or related work areas.

PROFESSIONAL QUALIFICATION

* **ACAMS Certification:** In- Progress
* **Masters - MBA**: Marketing, ICFAI University**,** India
* **Bachelors (Honours)**: English Literature, University of Delhi, India
* **Diploma:** Software Engineering– NIIT New Delhi, India
* **Diploma:** Office Management – YMCA, New Delhi**,** India

RECOGNITIONS

* **SONY : Employee of the Quarter (2013)**

HIGHLIGHTS

* Compliance Expert (specialize in AML/KYC/Information Security)
* Business English communication proficiency
* MS Office / Computer management skills
* Analytical thinker
* Highly motivated
* Team player

WORK EXPERIENCE

1. **May, 2016 – PRESENT:** Consequence Management (CM) Analyst / Escalation Manager, Data Leakage

Protection, Incident Assessment – Deutsche Bank AG, Singapore

(Employed through Pathway Infotech)

**Roles & Responsibilities**

* Lead Analyst – Consequence Management (‘Information Security Operations’)– Consequence Management (CM) being the new global service to the Bank, leading the project from Singapore, defining process design from scratch in discussion with all the key stakeholders (HR, Data Protection Office, Legal, Compliance etc.) keeping in mind the global requirements; defining the key scenarios along with the appropriate interface and ensuring smooth implementation of the final process. Working closely (providing information, validating, reviewing the content) with the relevant teams in writing the Key Operating Procedures (KOP) for CM service for the Bank. Being responsible for the results as CM is one of the governing bodies assuring the qualitative closure of the Data Leakage/other cases in the Bank which violates the Bank’s policies.
* Technical Readiness – Technical lead in defining and implementing the workflows and/or tool for CM including the design, smooth running of the workflow/tool, report generation, transition of the information from excel tracker to the online tool etc. Working closely with the engineering and design team for smooth and error-free implementation and running of the workflow.
* Escalation Manager – Data Leakage Protection (DLP) programme– Team Lead and Subject Matter Expert for the teams (including both Tier 1 and Tier 2 level Investigation team), overseeing the performance and deliverables of the teams, Monitoring day-to-day operations of DLP, whilst collaborating with various stakeholders in ensuring the Bank meets its data protection needs.
* Reporting– Defining & designing the Reporting structure to measure the success of the CM service to the Bank, to measure the quality assurance and to measure the number of cases driven to closure within timelines. Responsible for various monthly DLP/CM reportings to Management (Operations report, Quality Audit report on Alerts, various KCIs etc.)
* Other administrative duties and ad-hoc assignments

1. **May, 2015 – December, 2015:** Associate – AML *,* VISA International, Singapore

(Employed through Optimum Solutions)

(Reason for leaving – End of Contract)

**Roles & Responsibilities**

* Contact point & responsible for Asia Pacific & CEMEA Region AML / KYC Compliance and due diligence – Complete review of Client KYC submissions including validations, external checks on other databases, determine concerns, coordination / follow-up with Clients for collection of additional information / relevant responses, where necessary, ensuring completeness and updating relevant IT systems. Supported team to strengthen KYC norms, revise the current KYC formats / documents for ensuring smooth & 100% compliance to safeguard Company’s interest.
* AML Program – Reviewing AML Program (Policy & Procedures) of Clients based on the main pillars of AML, advising on the gaps, if any, follow-up with the Client ensuring implementation of the necessary changes as advised.
* Additional Due Diligence / Enhanced Due Diligence– Support team in conducting Additional Due Diligence / Enhanced Due Diligence, where necessary; including framing of questions, follow-up with Clients, internal checks, validating and analysing responses, reporting to Management etc.
* Other administrative duties and ad-hoc assignments

1. **January, 2009 – November, 2014:** Executive Legal & Compliance Officer, Sony India Pvt. Ltd., India

(Reason for leaving – Shifted base to husband’s place i.e., Singapore, post-marriage)

**Roles & Responsibilities**

* Secretarial / Statutory compliances – Company Law matters, statutory compliances – filings with the Ministry of Corporate Affairs, preparation of Company’s Board Resolutions, Board Meetings & Minutes, Annual General Meetings
* Single point contact & responsibility for Pan-India AML / KYC compliance – Conducting Refresher trainings across 24 locations, ensuring compliances, meetings with internal / external / group Company auditors, developed online processes for retention of documents / timely retrieval, strengthen KYC norms, developed new formats / documents for ensuring smooth & 100% compliance to safeguard Company’s interest (analysing Company’s exposure to Trade Partners).
* Corporate Policies compliances – Anti Bribery, Anti-Trust (presentations, trainings, reportings etc.), presentation/trainings.
* Consumer litigation management – Handling consumer litigation matters independently – meetings, advise & support to service team to help minimize consumer litigation, monitoring & continuous supervision of all pending / new consumer cases, creating formats (both offline & online) to ensure proper tracking of matters, trainings to all Service personnel across Branches for their better understanding of the process, transparency resulting in timely solutions.
* Drafting/s, reporting/s & miscellaneous work etc.– Drafting, vetting & assistance to customer centric division for product liability cases consumer letters, HQ level reportings, supporting other functions of Planning & Control Division including audit, accounting, finance and facility management functions etc.

**NODAL OFFICER FOR KEY CORPORATE RESTUCTURING PROJECTS:**

FY 2011 **–** Hiving of Software Business Division & formation of new Company, Sony India Software Centre Pvt. Ltd. (SISCPL), Bengaluru

FY 2012 & 2013 **–** Amalgamation of Sony India Mobile Communications Pvt. Ltd. with Sony India

1. **November, 2007 – January, 2009:** Exec. Assistant to General Manager, The Taj Mahal Hotel Delhi, India

(Reason for leaving – Wanted to change work profile to build career)

**Roles & Responsibilities**

* Secretarial and administrative duties – Diverse duties including high level of contacts and exposure to confidential information.
* Representation / Co-ordination – Representing on behalf of the General Manager and the Hotel before the Guests, interacting with them, handling their problems during the course of their stay in the Hotel, in liaison with Reservations and other Departments of the Hotel. Interface between the General Manager and other Departments.
* Other ad-hoc responsibilities – Preparing minutes, various formats & presentations, reporting etc.

## PERSONAL INFORMATION

**DATE OF BIRTH :** 02-SEPTEMBER-1985

**FATHER’S NAME :** MR. DEBASRI SANYAL

**HUSBAND’S NAME :** MR. TUHIN SUVRA GOSWAMI

**PRESENT ADDRESS :** 32, FLORA DRIVE, PALM ISLES CONDO, #04-03,

BLOCK 32A, SINGAPORE – 506892

**CONTACT NUMBER :** +65 9148 3174

+65 8571 8370 (only in case of emergency)

**LANGUAGES PROFICIENCY :** READ / WRITE - ENGLISH, HINDI

SPEAK- ENGLISH, HINDI, BENGALI