

CHIRAG PRAJAPATI

ABOUT ME



February 11, 1997



New Maninagar, A-bad- 382449



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CAREER OBJECTIVE

To put theoretical knowledge as well as work experience into practice and work with a professional organization where hardwork, devotion & sincerity are respected and rewarded.

EDUCATION

- Bachelor of Arts
Gujarat University - Ahmedabad, Gujarat
UGC Approved
Graduated, Sep 2020
First Class
- Diploma - Instrumentation and Control Engineering
Gujarat Technological University - Ahmedabad, Gujarat
AICTE & UGC Approved
Completed, May 2016
CGPA - 6.11

CERTIFICATIONS

- Diploma in Multilingual Office Automation & Financial Accounting
C-DAC: Centre for Development of Advanced Computing - India
Dec 2011 to May 2012

LEADERSHIP, STRENGTHS & HIGHLIGHTS

- Skilled in management of Operations and Financial Operations, offering a self-directed and confident managerial style established over more than 7 years of experience for multiple clients.
- Oversees operation, documentation and financial reporting.
- Highly organized, disciplined, and task-focused individual with strong analytical, troubleshooting, and administrative abilities.
- Excellent problem-solving, conflict management and project coordination skills.

WORK EXPERIENCE

Organization : Apt Accounting & Taxation Services LLP
Designation : Senior Executive - Background Verification
Duration : 19 Jul 2021 to Onwards



- Manage international AML compliance, PEPs screening, KYC/AML, CDD, EDD, and fraud investigation.
- Implement Customer Identification Program (CIP) for individual identification.
- Conduct thorough background checks on sanctioned entities/individuals.
- Detect and report suspicious activities, including money laundering and terrorism financing.
- Escalate issues in enhanced due diligence to line manager and stakeholders.
- Ensure timely and accurate completion of enhanced due diligence reviews.
- Identify individuals/entities accused, arrested, or convicted of serious crimes.
- Define matching rules for identified matches (False & Positive).
- Provide suggestions on clearance applications and submit results to the compliance team.

Organization : cFirst Background Checks LLP
Designation : Acting Team Lead - Operations
Duration : March 6, 2017, to 16 Jul 2021 (4 years, 4 months)



- Spearheading a team of over 15+ members and overseeing the coordination of Background Verification, Education Verification, Employment, Reference, and Resume checks for numerous clients.
- Performed detailed analysis of various checks, including Education, Employment, Reference, and Resume, to ensure thorough verification.
- Raise & resolve discrepancies to the client/employee/vendor as required.
- Managing different accounts (Account Management)
- Ensure that the TAT is followed and maintained.
- Responsible for determining the goals those members will work toward.
- Maintains record of all daily targets of team to ensure monthly average is met within time.
- Providing on the coaching and guidance to help the team deliver quality, reliable performance.
- Ensure to follow up get the payment cleared within the agreed time.
- Manage client relations and ensure complete customer satisfaction.
- Ensuring continuous interaction with the client to work on the requirement for improved service level.
- Supervise all team activities and disseminate information to members and stakeholders.

EXPERTISM/STRENGTH

Operation - Team Lead/ Management || Banking Operation || HR Operation || Team Leadership || Coordination || Reporting & Documentation || Research || KYC/AML || AML Compliance, CDD, EDD || PEPs & Sanction Screening || Onboarding || Fraud Investigation || Administration || Analyst

ACHIEVEMENTS

- Center of Excellence Award in 2019 - cFirst Background Checks LLP

PERSONAL FACTS

Marital Status : Single
Nationality : Indian
Gender : Male
Languages Know : English, Hindi, Rajasthani, Gujarati

References are available upon request.

Declaration

I, **Chirag Prajapati**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Chirag Prajapati

Ahmedabad, Gujarat, India