

Curriculum Vitae

Name : Harpreet Singh

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CAREER OBJECTIVE

An experienced and well-maintained professional having ample amount of knowledge in banking sector and seeking an opportunity in the organization to use my managerial and technical skills and be able to contribute to the organization to the fullest of my capabilities and be an integral part of growth of company.

CAREER SYNOPSIS

- Result-oriented professional with 1.5 years of experience in KYC, banking Operations and Transaction Monitoring; and worked with Q Conneqt , as Senior Process Associate.
- Handling Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD)-Risk based approach, Researching negative media on the clients.
- Up-to-date understanding of Money Laundering and terrorist financing issues including policies, procedures, regulations, industry best practice, criminal typologies and developing trends related to Sanctions Screening, High Risk jurisdictions and Politically Exposed Persons (PEP's).
- Handling entire gamut of KYC audit, Document verification, Account opening, banking operations covering back office operations.

WORK EXPERIENCE

- Q Conneqt. (July 2018 – Nov 2019)
- Worked in Banking domain and have knowledge regarding banking sector.
- Worked in non-voice process and have experience of Swiggy chat process.
- Prepared Due Diligence profiles on a wide range of entity types (Trusts, LLC's, Partnerships, and Corporations).
- Worked for High, Medium and Standard Risk Remediation project with respect to Commercial Banking Customers.

ADITYA BIRLA PAYMENTS BANK (Officer– Operations, July-2018 To May -2019)

Worked in Swiggy chat process. (2019)

- Providing Operational support to ADITYA BIRLA PAYMENTS BANK all over INDIA for post account activities.

- Ascertaining functioning of account activation, transfer of accounts, minor to major conversions and scheme code changes of both CA/SA, Corporate Salary processing etc.
- Assisting branch channels in resolving their queries and Ensuring error free processing of all customer requests.

CORE SKILLS

- KYC Analysis
- Screening
- Banking and Operations
- Transaction Processing and Monitoring
- AML Screening
- Team Assistance
- Error free Processing
- Quality Management

Educational Background:

B.Com (Accounting and Finance) - (Regular)

MBA (Finance)

PROFESSIONAL ACHIEVEMENTS

- Received Certificate of Appreciation for the Remediation in Q Conneqt.

Declaration:

I hereby declare that the above information furnished by me is correct and true to the best of my knowledge.

Harpreet Singh.