**Shikha Gupta Email: shikha.gupta2606@gmail.com DOB: 26th June’91**

**Mobile: +919999125080**

*Looking for opportunities in the area of risk consulting, customer due-diligence, compliance management and operations. I bring over 5.5 years of experience in the area of consulting and 1 year of experience in banking sector.*

PROFESSIONAL EXPERIENCE

**KPMG India** (November 2017 – present)– **Associate Consultant,** Risk Consulting

***Third-party Due Diligence***

Key responsibilities:

* Working with Forensic investigation, Counter Due-Diligence team, where delivery areas include conducting enhanced due diligence, identifying red flags, monitoring third party business relationships, identifying risks associated with the business reputation and its associated individuals.
* Preparing and reviewing company profile reports for public and private companies which involve assessment of reputational, regulatory, financial, and jurisdictional risk
* Identifying red flags (if any), breach of breach of anti-bribery and corruption legislation, money laundering, fraudulent transactions, Politically Exposed Persons (PEPs), state-owned entities (SOEs) through internal and external public research sources, credit reports and information databases
* Conducting telephonic interviews for stakeholder feedback including customer and industry feedback through reference calling
* Providing hands on training to new joiners on compliance auditing, smart researching skills, forensic techniques and databases information.
* Managing projects and their operations

**Ernst & Young** (May 2015 – October 2017) – **Research Associate**, Fraud Investigation and Dispute Services (FIDS)

***Third Party Due Diligence***

Key responsibilities:

* Worked with Forensic Investigations & Dispute services (FIDS) team, where delivery areas include market research, business plans, industry/country analysis, competitive intelligence across diverse industries with a focus on the Europe, Americas and Asia.
* Performing due diligence and criminal background check investigation for various national and international clients and preparing different level of reports, based on media research, site visit (national and international), compliance research and various national and international databases in multiple languages such as Spanish, Russian, German etc.
* Preparing company profile reports for public and private companies which involve assessment of reputational, regulatory and jurisdictional risk
* Identifying Politically Exposed Persons (PEPs) or state-owned entities (SOEs) through internal and external public research sources, credit reports and information databases
* Experience of working on databases like Lexis Nexis, Dow Jones, Worldcheck, Bloomberg, EMIS Emerging Markets, D&B, Thompson Reuters, WorldLii and Google Analytics
* Extracting and maintaining data and information pertaining to key management personal, staff, alumni and related targets from sources including LinkedIn, ZoomInfo, Bloomberg, D&B, BoardEx and other country specific sources.

**ICICI Bank Ltd (**July 2013 – September 2014) – **Operations Officer**

Key responsibilities:

* The profile was a blend of operations and sales of liabilities and asset products
* Handling of day to day branch operations like processing of Real Time Gross Settlement, Net Electronic Fund Transfer, Cash, Demand Drafts etc.
* Worked closely with the branch portfolio managers in acquisition of Current as well as Savings account
* Worked with the liability products team of Mutual funds, Insurance etc.
* Cross selling of various insurance (personal, health, property, education and others) products of the bank
* Cross selling of other banking products like Car Loan, Home Loan, Personal Loan, Credit cards etc.

**Goyal Brothers Prakashan, New Delhi** (June 2011- July 2011)– **Intern**

* Worked with their Marketing Support Section to gain experience in marketing process and reporting procedures of their marketing staff

ACADEMIC CREDENTIALS

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| --- | --- | --- | --- | --- | --- | --- |
| **Degree/ Education Level** | | **Course Name/Board** | **School/ University** | | **Start & End Date** | **Percentage/ CGPA** |
| Post-Graduation | | PGDM | IMT (Centre of Distance Learning), Ghaziabad | | Jul’12-May’14 | 62% |
| Graduation | | BBA | Trinity Institute of Professional Studies (IP University) | | Jul’09-Apr’12 | 67% |
| 12th Standard | | CBSE | Lovely Public Sr. Sec. School, East Delhi | | Apr’08-May’09 | 90% |
| 10th Standard | | CBSE | Lovely Public Sr. Sec. School, East Delhi | | Apr’06-May’07 | 86% |
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CERTIFICATES

* Spanish language course (Level 1 and 2) from Instituto Cervantes (Spanish Embassy)
* Post-Graduate Diploma in Banking Operations from the Institute for Finance, Banking and Insurance (IFBI)