

Ankita Godse

Cell: 9359598028, Email godseankita2809@gmail.com

Career Objective:

With the main objective being towards satisfaction, both for the company, and for myself I strive to work towards the high standards of loyalty and dedication, which has been consistent throughout, thereby making work a pleasure.

Work Experience: 1

- Total work experience : 1 Year
- Organization : Metro services
- Designation : Associate (Account Payable)
- Duration : September-2019 to September 2020

Job Responsibilities:

- Manage the full accounts payable cycle from receipt of invoices to payment, including matching purchase orders, obtaining approval, and entering the invoices into the accounting system.
- Processing accounts payable transactions, ensuring accurate tracking and processing.
- Working on recurring invoices (Future invoices).
- Working on rejected invoices from approver.
- Comparing and processing invoices with goods receipt.
- Review and achieve daily and monthly targets.

Work Experience: 2

- Total work experience: 2 months
- Organization: Quess IT Staffing(Client: Vodafone India Services Pvt LTD
- Designation : Account Executive
- Duration: February-2021 to March2021

Job Responsibility:

- Verification of Invoices.

Work Experience: 3

- Organization: HSBC
- Designation : Senior Analyst
- Duration : May 2022 to Till date

Job Responsibility:

Working with senior managers and other departments to ensure ongoing compliance with AML & KYC standards and regulatory requirements for Corporate Clients in International Operations Group.

- Performing the required KYC screening on customers documenting the information obtained on the clients as required by KYC procedures.
- Effectively conducted AML/KYC formality reports on questionable accounts and transactions.
- Implementing customer risk rating criteria with KYC management and procedure for corporate customers.
- Responsible for simplified and enhance due diligence (EDD) reviews on business banking customers.
- Processing periodic reviews on particular customers under high, medium and low-risk categories.
- Build and maintain positive and productive working relationship internally and externally

Technical Skills:

Operation Systems: Windows 7/10.

Microsoft Office: Word, PPT, Excel

Screening tools like NGTG, RDC screening

Education:

DEGREE	SPECIALISATION	INSTITUTION	UNIVERSITY / BOARD	YEAR OF PASSING	PERCENTAGE
MBA	Finance	Jain College of MCA and MBA, Belgaum	Rani Channamma University	09/2017-09/2019	74.60%
B.com	Commerce	KLS Gogte college of commerce, Belgaum	Rani Channamma University	06/2011-04/2014	75.54%
P.U.C.	Commerce	KLS Gogte college of commerce, Belgaum	Department of Pre-University Education, Karnataka	06/2009-04/2011	85.16%
S.S.L.C	-	Marathi Vidyaniketan, Belgaum	Karnataka Secondary Education Examination, Board	06/2008-04/2009	68.48%

Extra Curricular Activities:

- Awarded by "Pratibha Purskar" for Securing Distinction in PUC 2nd year.
- Participated and Secured 1st rank at Pravathak 2018(HR), held at Jain College of MCA and MBA, Belgaum.
- Participated and Secured 1st rank at State Level Management Fest Kshitij 2k18, Held at Karnataka University, Dharwad. Kousali Institute Of Management Studies(KIMS)

Personal Profile:

Date of Birth	28 September 1992
Sex	Female
Marital Status	Unmarried
Current Address	H.No.108, Mauli Building Bhalerao Nagar, Zadshahapur, Belgaum Karnataka-590014
Nationality	Indian
Languages known	English, Hindi, Marathi

Declaration:

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

(Ankita Godse)