

## Archana Thakkar

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### **PROFESSIONAL SUMMARY:**

A professional with 10+ years of experience, including 7+ years in client onboarding as a Senior KYC Analyst, who conducts Know Your Customer operations, concentrating on customer onboarding with regulatory requirements. Ability to manage various competing priorities and deadlines

### **Société Générale Global Solution Centre Pvt. Ltd; Bengaluru, India**

**Designation** : Senior Analyst - Know Your Customer (KYC)  
**Years of Experience** : January 2015 to June 2021

### **Key Responsibilities**

- In charge of analyzing new and existing clients, conducting due diligence on them, and making sure that all KYC profiles that have been approved adhere to high standards
- In charge of obtaining all AML and KYC regulatory needs for new and existing clients (such as annual reports, prospectuses, FATCA, and CRS forms)
- Reduce client outreach and ensure that all required documentation is requested the first time by collaborating with client-facing teams to acquire legal documents and associated information for regulatory and internal policies
- Knowledgeable in internal and external applications such as Registries, SWIFT, LEI, Lexis-Nexis, Bankers Almanack, Omgeo Alert, World Check, Dow Jones, MD3, Forces Check, Scow Application/Account Opening Form, and so on
- Coordinate with Compliance on specific rules and regulations originating from exceptional circumstances
- Transferring information to new employees and mentoring them to achieve continual quality improvement
- Perform quality checks on the account opening form and KYC applications done by team members and publish them to team members for correction
- Contribute to and actively participate in weekly team meetings and team huddles for process and team-related concerns
- Making sure the customer is set up in the SG system and preparing the account opening form for client onboarding
- Demonstrated adaptability to skeletal staffing, extended support, ad hoc testing, and business requirements
- Making KPI reports available to our peers and internal teams
- Helped maintain and update process documentation and SOPs
- Trained a candidate with speech and hearing impairments in the KYC process and served as her mentor

### **Magna Infotech Limited/A Quess Company; Bengaluru, India**

**Designation** : Senior Process Associate  
**Years of Experience** : March 2014 to January 2015

### **Key Responsibilities**

Through Magna Infotech Limited, I worked as a contractor for Société Générale Solution Centre Pvt. Ltd

- Conducting due diligence on new and existing clients
- Updating customer profiles and KYC applications in accordance with KYC regulations and procedures
- Onboarding new clients such as funds, establishments, and third parties, as well as reviewing existing clients within the time frame specified
- Obtaining missing documents in accordance with Regulatory requirements by utilizing internal and external applications like LEI, Lexis Nexus, Forces Check, Scow Application, Account Opening Form, and Registry websites
- Perform quality checks on the on-boarding or account opening form done by team members and publish it to team members for correction
- Making KPI reports available to our peers and internal teams
- Helped maintain and update process documentation and SOPs

**Tata Consultancy Services; Bengaluru, India****Designation** : Senior Process Associate**Years of Experience** : September 2009 to July 2012**Key Responsibilities**

- Documents sourced from company websites and public sources (e.g., Annual Report, CSR report, prospectus, etc.)
- Rating companies based on the financial and Extra-Financial performance of the companies in the global market
- Analysis of the company's board structure, ownership structure, shareholder rights, and transparency in reporting corporate governance factors
- Examine environmental aspects such as resource consumption, carbon footprint, product innovation, and procurement strategies. KPI (Key Performance Indicators) trend analysis
- Creating company profiles, updating the portfolio of firms, and performing peer comparisons of companies

**AWARDS:**

**Spot Award:** (1) Client focus: on-boarding funds with 100% quality and productivity along with extra activities;  
(2) Commitment: for the timely onboarding of 25 mandate accounts into the system

**KYC Quality Certificate:** For maintaining 100% quality for three months in a row

**STRENGTHS:**

- Ability to adapt to any situation
- Willingness to accept responsibility
- Team Player
- Eagerness to learn
- Have always been a great team player

**TECHNICAL SKILLS:**

~ Microsoft Excel

~ PowerPoint

~ Outlook360

~ Microsoft Word

**EDUCATIONAL QUALIFICATION:****RAPID TRANSFORMATIONAL THERAPY**

Year: 2020 – 2021

Certified Hypnotherapist (Rapid Transformational Therapist), London

**MASTER OF BUSINESS ADMINISTRATION**

Year: 2007 – 2009

Indus Business School, Pune

(Former name: Indian Institute of e-Business Management (IleBM)),

Specialization: Marketing &amp; International Business (IB)

**BACHELOR OF SCIENCE**

Year: 2004 – 2007

Jyoti Nivas College, Bengaluru

Specialization: Maths, Electronics &amp; Computers