**Resume**

Shyam.T

E-mail: [shyam.t212@gmail.com](mailto:shyam.t212@gmail.com)

Ph +91-8904895837/9042595837 Passport Number: U6003002

**Date of Birth:** 11/01/1990 **Nationality:**Indian **Physicallyhandicapped:**OAL

**PERSONAL STATEMENT**

As a graduate in Business Management, with one year of experience as HR Executive and five years of experience in KYC Analyst role, I am now seeking job in KYC Analyst in banking and financial services.

**OBJECTIVE**

* KYC QC Analyst – IBM India Private Limited (client site – Barclays Bank) - Chennai, Period 23 November 2021 to 14 July 2023.

Working as a KYC QC Analyst my role and responsibility are verification of client’s documents – Registered Name, Registered Address, Trading Name, Trading Address, Directors, Shareholders, Authorised Signatories, Authorised Representative, Nature of Business, Source of Business, Related proof of Documents etc,

By using Fulserve, Salesforce, Company House, responsible for quick analysing, identifying repairs, raising repairs to COE team and updating the fixed repairs.

* KYC Analyst - Accenture Private Limited (client site - Facebook), Bangalore, Period 21 September 2018 to 21 October 2021.

Working as a KYC Analyst (IDV & AML) my role and responsibility are end to end verification of client’s documents – Address, Name, Issue date, expiry date etc, to create their account by using SRT tool.

By using AHT tool, responsible for quick analysing, identifying and troubleshooting problem within a short time period,

Responsible for meeting the organisation SLA (service level agreement cases within timeline)

* Human Resources Executive- Anaamalais Toyota Private Limited, Coimbatore, Period 20 Mar 2017 to 08 Jan 2018.

Working as a Human Resource Executive my role is working on Employees full and final settlement, ESI and PF entries.

Being a committed team player, want to be a part of a renowned organisation, to contribute towards the growth of the Organisation, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organisation.

**EMPLOYEE AWARDS**

**Star of business Award** for Q4 financial year 2019 from Accenture.

**SOFTWARE’S**

**CorelDraw**

In CorelDraw X6 I got training at Cheshire Homes.

**Diploma in Office Automation**

Diploma in Office Automation (DOA) with the duration of 3 months.

**Microsoft Office**

I have Learnt MS Office in College. (MS Word, MS Excel, MS PowerPoint).

**EDUCATION AND QUALIFICATIONS**

| **Instituation** | **Year**  **From - To** | **Qualification** |
| --- | --- | --- |
| RVS College Of Arts and Science | 2008 - 2011 | BBM |
| Sri JayendraSaraswathiMatric Hr. Sec. School | 2006 - 2008 | 11th & 12th |
| Government Boys Higher. Sec. School | 2005 - 2006 | 10th |

**WORK EXPERIENCE**

* KYC QC Analyst – IBM India Private Limited (client site – Barclays Bank) - Chennai, Period 23rd November 2021 to 14 July 2023.
* KYC Analyst - Accenture Private Limited (client site - Facebook), Bangalore, Period 21st September 2018 to 21 October 2021.
* Human Resources Executive- Anaamalais Toyota Private Limited, Coimbatore, Period Mar 2017 to Jan 2018.

**ADDITIONAL INFORMATION**

**Projects:**

* BBM Project (Main) “Training needs for freshers with special reference to RVS educational institution, Coimbatore.”
* RVR Machinery Tech Pvt Ltd, (Coimbatore, Tamilnadu.)

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**Training**

* ELMS Consultancy Services Work-based DEAL Internship programme from February to April 2015.
* Cheshire Homes Coimbatore - A Employability Training under Ready to succeed module for Persons with Disabilities from 09.08.2016 to 10.08.2016.
* Cyber Computer Center - Diploma in Office Automation (DOA) with the duration of 3 months, Examination held on 01.09.2016 and placed in the 1st class with 90 percent Marks.
* Alison - Microsoft Excel formulas and functions, 2023.
* Be10X - AI (Artificial Intelligence) Tools Workshop, 2023.

**NGO’S**

* Enable India Pvt Ltd Bangalore from 2013 to Present.
* Cheshire Homes Pvt Ltd Coimbatore from 2013 to Present.
* Vshesh Pvt Ltd Bangalore. 2018 to Present

**ADDRESS:**

5/130 Noyyal nagar, Ondipudur, Coimbatore.

Pincode: 641016

**Date: 04/10/2023.**

**Signature: Shyam.T**

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