C U R R I C U L U M V I T A E

M.ANANDHI

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## OBJECTIVE:

To excel in customer service based progressive and professionally managed organization where my performance is linked with growth. I have contributed to my employer’s bottom line by achieving the given set of KPI’s and by taping new avenues for customer satisfaction.

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| --- | --- |
|  | **WORK EXPERIENCE:** |

# Computer Age Management Services Pvt. Ltd. Apr 2015 - Present

Department : Audit and Compliance

Designation : Senior Processing Officer

Process : STR-PMLA & eSTR

Project : Anti-Money Laundering

Software Handled : M. S office

**Job Description**

* Conducted due diligence research of individuals and non-individuals through world- check and other internet tools in accordance with Anti-Money Laundering
* Reviewing the suspicious transactions and identified multiple significant cases and patterns associated with the laundering of illicit funds
* Used transactional and customer records, publicly available information and other information to identify suspicious or unusual activity as per Anti-Money Laundering procedures
* Performed detailed analyses to detect patterns, trends, anomalies and schemes for the generated alerts
* Preparing FIU format of Non-Profit Organization Transaction Reporting (NTR) for

AMCs as per the Prevention of Money Laundering Act (PMLA) requirements

* Preparing FIU format of Suspicious Transaction Reporting (STR) for AMCs as per the Prevention of Money Laundering Act (PMLA) requirements
* Performing daily screening tasks and investigating potential matches in accordance with Anti-Money Laundering
* Performed sanctions screening and handled all the activities performed in the transactions
* Review red flags in accordance with Anti-Money Laundering where necessary

**ACCENTURE PVT LTD Dec 2011 to Apr 2012**

**To**

**Apr 2013 to June 2014**

Designation : Process Associate

Process : Verification and Validation and Give Payment to Member

Project : Health Care Deal

Software Handled : CITRIX (ULTERA, FACETS, M.S office)

**Job Description**

* Deals with three different software’s Citrix, Facets and WGS.

* Deals with the forms CMS1500 and UB04

* Need to update in correct provider.

* Resolving the edits in Facets.

* Analyses whether the payment should go to the right provider for the right services.

* Analyses the wrong payment forms and adjust for the correct payment

* Update in Medicare and cob claims.

# CYBERTECH SOLUTIONS, CHENNAI Sep04 to Apr 06

Designation : Junior Processing Operator

Process : Verification and Validation of Mediclaim

Project : Health Care Deal

Software Handled : CITRIX (ULTERA, FACETS, M.S office)

**Job Description**

* Analyses the Medi-claim form whether it is valid and input the same in to the system properly

* Performed Quality check and coordinated with the team members to resolve the error.

* Review all the claims, to make sure that everything is correct and ready for payment.

## ACADEMIC QUALIFICATIONS:

* Bachelor of Business Administration from Madras University (2004 to 2007)

## TECHNICAL QUALIFICATIONS:

* Typewriting : English Lower

## COMPUTER LITERACY:

* Diploma in Computer Application

## KEY STRENGTH:

* Demonstrated ability to handle multiple tasks.
* Positive attitude with innovative approach.
* Good communication skills.
* Can work efficiently in a team as well as independently.
* Adapt well to changes and pressures in work place.
* Hard working, ambitious, committed to excellence, and dedication.
* Ready to accept all kinds of Challenges
* Ability to delegate tasks, team building and create positive customer experiences
* Well versed in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
* Strong error detection, analytical and problem solving skills
* Extensive knowledge about the anti-money laundering laws, procedures and practices
* Sound knowledge in products related to mutual funds and banking
* Ability to work in harmony with Co-Workers

## PERSONAL DETAILS:

* Data of birth : 06th of February 1987

* Father’s name : Mr. Mani

* Languages Known : English, Tamil

* Marital Status : Married

* Religion :Hindu

* Nationality :Indian

* Sex :Female

# DECLARATION:

I hereby declare that all the details made in this application are true, complete and correct to the best of my knowledge and belief.

**DATE:**

**CHENNAI: (**A N A N D H I .M**)**