**SWATHI B R**

**E-MAIL: [swathibr84@gmail.com](mailto:swathibr84@gmail.com)**

**MOBILE: +919060073535**

**CAREER OBJECTIVE**

Seeking a challenging environment that encourages continuous learning, creativity and provides exposure to new ideas stimulates personal and professional growth and contributes towards the growth of the organization.

**PROFESSIONAL EXPERIENCE: 7 YEARS AND 9 MONTHS**

* Worked as system administrator with Sohum Developers Bangalore from January 2015 till January 2016.
* Worked as Content reviewer with Quikr India Pvt. Ltd Bangalore from February 2016 till November 2016.
* Worked as Senior Associate in KYC & AML analyst and Insurance Claims Authorizer with Capita India Pvt Ltd from September 2017 to till date.

**ROLES AND RESPONSIBILITIES**

* AML screening - Responsible to identify whether a recipient or other entity associated with a payment is prohibited under trade or economic sanctions from receiving or otherwise being involved in payments, and / or may pose money laundering or any related risk to the firm.
* Referring to underwriting team if U/W related document received and raising requirement as advised by underwriting team.
* Verifying trade licenses and NOC for third party company payer.
* Calculation of premiums and affordability for savings and retirements plans.
* Responsible to work as level 2 and conduct holistic review of the transaction if not able to mitigate the risk as level 1 investigator.
* If transaction appears to be suspicious/anomalous in the customer’s pattern of transactions in time of review period responsible to create ML case and escalate to SAR team.
* Investigation on all kinds of transaction like source of funds, origin of wealth, country of origin etc.
* Responsible for reviewing system-generated alerts reports, maintaining and monitoring daily alerts, and pursuing miscellaneous information provided by other departments.
* Handling insurance and claims processing for client AVIVA INSURANCE UK
* Worked as Authorizer of the payments related to Unit linked Death claim payments, Conventional Surrender and Conventional Death Claim payments.
* Worked end-to end for Conventional and Unit linked Death Claims
* Experience with World Check, Lexis Nexus and OWS, Law Society checks.
* Preparation of Daily Inventory Details (Inflow and Out flow accounts) of the process and Publishing the same with the clients.
* Handling Day to Day Higher Level Email Escalations and resolving the queries.

**ADDITIONAL RESPONSIBILITIES**

* Training and quality checks for new joiner and tenured staff.
* Managing the team in the absence of the manager.
* Resolve complex queries from the team and queries within departments.
* Maintaining trackers related to team productivity.

**STRENGTHS**

* Excellent interpersonal and applicant assessment skills.
* Ability to develop and implement strategies and plans.
* Ability to handle variety of tasks simultaneously.
* Self-confidence and positive attitude.

**ACHIEVEMENTS**

* Accredited as quality checker within 1 year of tenure.
* Recognized and appreciated for excellent resolution of email.
* Consistently awarded for Star performer of month on quality and output.
* Receiving multiple appreciation emails from onshore clients for addressing complex cases and escalation.

**EDUCATION QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Year** | **Institution/University** | **Percentage** |
| B.E | 2013 | Electronics and Telecommunication Engineering Bangalore. | 51% |
| PUC | 2009 | Vikram PU College Chintamani. | 86% |
| SSLC | 2007 | Diligence Composite High School Chintamani. | 81% |

**PERSONAL DETAILS**

**Name** : Swathi B R

**Father name** : Ramakrishna R

**Address** : No 493, 2nd cross, Arakavathi layout, 19th block, Challakere village, Kalyana nagar post, Bangalore, Karnataka, Pin code: 560043.

**Date of birth** : 02/02/1992

**Nationality** : India

**Marital status** : Single

**Languages known** : English, Kannada, Telugu, Hindi and Tamil.

**DECLARATION**

I hereby declare that the details given above are true to the best my knowledge and belief.

Date:

Place: Bangalore