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| **Rizvana Nazeerbasha**  AML / KYC Analyst | |  |  | | --- | --- | | Address: | 36, Mariyappa Chettiyar street, | |  | Near Perumal kovil, Nellu kadai veethi, | |  | Udumalpet 642126. | |  | Tamil Nadu, India. | | Mobile: | (+91) 98 40 80 67 31 | | E-mail: | rizvana7cs@gmail.com | |

**PROFILE SUMMARY:**

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| Expertise in AML - KYC with almost 6 years of significant work experience in Investment Banking. I’m looking for a career both challenging and reward. |

**EMPLOYEEMENT DETAILS:**

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| **SOCIETE GENERALE GLOBAL SOLUTION CENTRE (SGGSC)** | |
| Job title: **Senior Process Executive (AML - KYC)** | August 2014 – Present |

* Overall responsible for implementing and ensuring consistent function of SG’s Global KYC Policies and Procedures aimed at assuring compliance with the relevant anti-money laundering regulations.
* To be responsible for seeking clarification or guidance for cases where there is uncertainty as to the proper approach to take or where parts of the Global KYC Policy are not clear. Likewise, to proactively seek Compliance's opinion when defining local KYC requirements.
* Responsible for the motivation and development of 5 team members as a **Cluster Lead.**
* **Part of DQC** and responsible for the files with utmost Quality.

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| **FATCA (Regulatory Team)** |

* Responsible for Identifying & Classifying the clients who fall under the FATCA regulation.
* Responsible for the mail management for FATCA, 871M and other regulations.
* **Member of Quality check,** ensuring zero tolerance towards incorrect analysis/data.
* **Ultimately handled the project 871M,** providing all obligations and information/documentation on the prospective client.
* Setting up daily & weekly calls with the onshore team to discuss the current/forthcoming process updates or challenges.
* Preparing KPI, Updating Sop and publishing quality report and Resolving Query/Red flags.

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| **Deutsche Bank Operations of India (DBOI)- Client premises** | |
| Job title : **KYC AML Analyst** | September 2013 – July 2014 in Bangalore |

### Taking the requests from sales department and enriching the requests for new client adoptions (For Corporate accounts in new application DBCAR).

### Assigning the daily allocated work to the team and following up with the team for timely status & also involved in the New Client Adoption (Client On-boarding).

* Engaged in assisting team members effectively by helping them in their BAU & resolved challenges.
* Involved in Data Migration Project (Migrating Data from DBCLIENT application to DBCAR application).

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| **HCL Technologies Limited** | |
| Job title: **KYC AML Analyst** | July 2012 – August 2013 in Chennai |

* Conducting KYC Reviews for CIB - Deutsche Bank customers in UK, it covers the compliance checks designed by the regulator, for the investment banking sector we do the Periodic Review/Historic Review for the client. It materializes the AML checks and Customer Due Diligence (CDD).
* Conduct CDD/EDD for clients domiciled in Low, medium, and high risk countries includes IM/AM and their underlying funds/pockets and Investigation of potential sanctions, and PEP hits on underlying clients generated from the approved tools.

### Knowledge of Preventative Crime Research (PCR), Factiva, LexisNexis, Bankers Almanac, World Check, Orbis, Mint Reports, MARKIT and good in navigating the websites like regulators, registry, stock exchanges globally.

### Ultimately responsible for KYC procedures followed and provided information/documentation on the prospective client, the nature of the anticipated relationship, and/or the purpose of the account.

* Ensure that regular reviews are performed, assist the Business in gathering, processing, and reviewing the appropriate client information/documentation, both for AML KYC review purposes.

### Frequently communicating with Business lines / Sales Person in order to get the insufficient documentation and to speed up the review process, when required.

### Conducting Quarterly re-fresher training for the team with all the available new updates.

**ACHIEVEMENTS**

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| **STAR Performer @ HCL** | * Awarded as “Analyst of the month” thrice as part of Awards for Excellence category. |
| **Best Performer @ SOCIETE GENERALE GSC** | * Received appreciation mails from client for maintaining good quality in production & for the Quick responses on solving queries. * Twice awarded as “Best Performer” for maximum number of files processed with quality & for ensuring team Quality reaching 99.99%. * Awarded as Winner who topped the quality charts across teams as part of KYC Quality Carnival. |

**ACADEMIC BACKGROUND**

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| **Education** | **Place & Percentage** | **Year of completion** |
| **B.SC COMPUTER SCIENCE** | Sri G.V.G Visalakshi College forWomen **(75%)**  University - Bharathiyar University. | **April 2012** |
| **Higher Secondary School** | S.K.P Higher Secondary School **(75%)** | **April 2009** |
| **SSLC** | Government Girls Higher Secondary School **(82%)** | **April 2007** |

**PROFESSIONAL INSIGHT**

* Microsoft Office specialist (Word, Excel, Outlook and PowerPoint).
* Strong communication skills (Oral/Written - ENGLISH).
* Known languages - English, Tamil, Urdu and Hindi.
* Leadership Skills.
* Time and Stress management.

**DECLARATION**

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

**DATE :**

**PLACE :**

**[RIZVANA NAZEER BASHA]**