**S. Keerthi**

Phone no:+919603445674

Email Id: Keerthi.sms@gmail.com

**Career Objective:**

To have a challenging career in association with an organization that can utilize my skills, abilities and knowledge and provide me an opportunity for professional growth and personal development.

**Professional Summary:**

Experienced KYC Analyst with over 3 years of experience skilled in achieving operational efficiency, maximizing productivity and henceforth specialized in providing formidable end to end customer service, Worked as a part of commercial banking team as a KYC analyst to carry out compliance reviews for new account opening and existing client relationships whilst ensuring that all procedures and regulatory standards are prepared to manage risk and implement profitable goals for companies.

**Core Qualifications:**

* Exceptional communication, organizational, negotiable skills
* Coordination and collection of client specific information and completion of documentation to assist in the on-boarding of new clients.
* Handled massive amounts of entity data such as legal names and address routine checks and Ensured all transactions and contracts are complied to KYC guidelines and regulations
* Ability to develop, a strong understanding of Financial Crime regulations and policies (AML, Sanctions, Anti Bribery and Corruption)
* Assisted in the handling of informational requests submitted under the USA Patriot Act Identified accounts for high risk or negative information using World-Check and OFAC
* Able to meet deadlines without compromising security standards.
* Proficient in MS Office applications

**Work Experience**

**HSBC Global Resourcing (3 Years)**

Assistant Manager - IC (March 2018 – April 2019)

Customer Service Executive (April 2016 – February 2018)

* Quality Analyst/Auditor for UK Commercial Banking customers, dealing with IDVA, KYC and AML Checks for NTB Profiles.
* Complied with all regulatory and compliance requirements while assessing the customer profile
* Performed the required KYC Screening on new clients by documenting the information obtained on the new client as required by the Global KYC Procedures.
* Carry Review of the Due Diligence reports generated by the Executives and Provide guidance /coaching to the Executives to improve the quality output of the team based on findings in QC reviews.
* Examine and evaluate whether conclusions follow from facts. Make independent decisions and support them in the event of challenge or audit.
* Resolved customer queries with minimal turnaround time and ensured that the SLA targets are met
* Ability to Conduct Periodic Reviews of High Risk Entities.
* Conducted due diligence research of individuals, entities including Trust, Estate, institutions and single point of contact between, business, counter parts and management for all queries, as being an SME for the process
* Keeping and maintaining records of high risk customers, and reporting suspicious activities to the authorities and Capability of taking immediate action to counter any prospective issues.

**Karvy Computer Share (9 Months)**

Associate (July 2015 – March 2016)

* Issuing the share certificate/statement of ownership to new shareholder/broker
* Issuing letter of Indemnity for the Missing or lost share certificates, after verification
* Transferring the ownership of the shares as per request by the shareholder/broker/issuer
* Dealing with State of Israel Long Bonds i.e., Issuance, Loading, Transfer and Redemption.
* Updating the tax details of shareholders (TIN, SIN, SSN) and Bank details
* Reissuing the dividends of the shareholder.
* Updating the death details of the shareholder by accepting appropriate documents.

**Educational Qualifications:**

* MBA in Finance from School of Management Studies
* B.com Computers from Rishi Ubr Degree College
* Intermediate (BiPC) from Sri Chaitanya Junior College
* S.S.C from Nalanda Vidhalaya High School.

**Achievements:**

* Received monthly and quarterly star awards for best performance
* Received appreciations from business for resolving customer requests with in TAT

**CERTIFICATIONS:**

Certified with NSE and Completed Mutual Funds Beginners and Advanced Module.

**Extracurricular Activities:**

* Prepared a research on “**Nokia marketing strategies**” which got published in JNTU research book
* Organized and Participated in National Conference on marketing “RETAILING IN INDIA” conducted by School of Management Studies
* Organized and Participated in National Conference on finance named “BEHAVIOURAL FINANCE” conducted by School of Management Studies, JNTU, Hyderabad
* Organized successfully a Sports Fest “Rampage” School of Management Studies, Jawaharlal Nehru Technological University, Hyderabad.

**Declaration:**

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

Regards,

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