**SALMA NIZAM**

Email: [salmanizam718@gmail.com](mailto:salmanizam718@gmail.com)

Mob: +**91** **9100516385**

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| Objectives |

Seeking an opportunity to participate in new challenges, exploring the industry with a highly competitive and reputed organization where my skills, potential, fair experience and talent can be put to use in stimulating and enhancing the team work to achieve the high end goals of the company towards customer’s satisfaction.

Given an opportunity to work with the organization in a suitable role I promise my utmost sincere efforts towards the responsibilities I would carry with the role provided.

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| Education Qualification |

1. MBA: MBA(HR) from osmania university 2022
2. Graduate: BCOM (Bachelor of Commerce) from Osmania University, Hyderabad,

India (2015)

1. Intermediate: From Board of Intermediate, Hyderabad, India. (2013)
2. SSC: From Board of Secondary, Hyderabad, India. (2010)

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| Technical Expertise |

1. MS Office.
2. MS excels
3. Typing

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| Work Experience: |

1. **Accenture**:

**Position** : Transaction Processing Analyst

**Duration** : 12June 2021 to Still date.

**Transaction Monitoring:**

* Monitoring customer transaction to fight from the financial crime.
* Screening the Sanction country transaction following by the MPS transaction.
* PEP Screening, Sanction Checks and Negative news searching using World Check and RDC
* Review of account active by Customer Risk assessment, Transactional Monitoring, Customer Screening and Global Sanctions Policy. Responsible for Updating of KYC and IDVA, investigating of account active review Customer transactions and sending letters to both personal and Business Customers in a case of missing KYC and IDVA information accordance with the HSBC Global Standards.
* Working on Various questions that need to be asked to customers for the profile review in order to create customers particular image while onboarding and throughout the relationship.

1. **HSBC (Electronic Data Processing India Pvt.Ltd.)**

Working in HSBC Bank for KYC Operations as an Analyst from Feb 2017 to 08June2021.

**Position** : CDD as AML and KYC Operation and Transaction monitoring

**Duration** : 02Feb2017 to 08June2021.

**Responsibilities**

* Performing AML and KYC Operations for Different Risk Category Customers.
* Working on Various questions that need to be asked to customers for the profile review in order to create customers particular image while onboarding and throughout the relationship.
* Stressing more on customers KYC information such as identification details, proofs for ID (IDVA)
* and address, details of Related customer family members also.
* To ensure that we are dealing with a legitimate customer by stressing more on customers identity.
* Performing Account Activity Review of the customer analyzing transactions for a particular period or based on a certain event of the online transactions.
* Send mail to the FCC Department to Clarify the sanction countries Details.
* The main responsibility is to find out that nothing is suspicious and harmful to our financial System.
* Doing world check and Bases on the Hits sending mail to FCC Department.

# Auditor – (January 2016– Till date)

* Auditing and providing constructive feedback to improve the efficiency of the team.
* Provided floor support for process related queries to the team.s

**Role and Responsibility as Quality Analyst:**

1. Timely completion of allocated work and adhering to shift schedule and not reporting late to work.
2. Being a certified SME, I have always been the first point of contact for any queries and escalations.
3. As and when we get any updates in the team I use to update Process training Manual.
4. Preparing and presenting different analysis on the process and individual performance to the team.
5. Completing the ADHOC tasks assigned to me well on time.

**Skills and Abilities:**

1. Self motivated, flexible and detailed-oriented.
2. Punctual, Hardworking and Sincere.
3. Excellent inter-personal skills and maintain good public relations.
4. Ambitious, dedicated and cordial. Capable of working under pressure

**Hobbies & Other Interests:**

1. Participated in Aspire Events. Like – Joy of Giving, Friendship Day, Recongnize an Associate.
2. Learning New Things and Making New Friends.

**Personal Details:**

Name: SALMA NIZAM

Father Name Nizam Uddin

Date of Birth: 18th August

Gender Female

Marital status Single

Nationality Indian

Spoken Languages English, Hindi, Telugu and Urdu

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Hyderabad 500023, Telangana-India.

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Email ID : salmanizam718@gmail.com

**I hereby declare that the above mentioned Information is true to the best of my Knowledge.**

**Date:**

**Signature:**

**(**SALMA NIZAM)

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