NAVANEETHAN

PROCESS ASSOCIATE

Detail-oriented BCA graduate with hands-on experience in AML/KYC, CDD, and mortgage loan processing. Skilled in background verification, risk flagging, and regulatory documentation under FHA/VA guidelines. Proficient in Excel, SQL and Python.

EDUCATION

Bharath University of Chennai
Bachelor's Degree in Computer Application, 2020 | CGPA: 8.5.

CONTACT

thenava.me
Navaneethan1400@gmail.com
+91 9445159845
Linked In

TECHNICAL SKILLS

Excel
SQL
Python
Power BI
Tools: Encompass CRM platforms

CORE COMPETENCIES

- AML/KYC Compliance
- Customer Due Diligence
- Enhanced Due Diligence
- Sanctions & PEP Screening
- Regulatory Reporting & Documentation
- Fraud Risk Assessment

CERTIFICATIONS

NISM Certified: Verify
Excel using AI: Verify

WORK EXPERIENCE

Process Associate
Mr. Cooper | Chennai, India
November 2024 to Present

Conducted comprehensive KYC checks and background verification for mortgage loan applicants.

Collaborated with underwriters to resolve flagged cases, regucing verification delays by 15%

Review borrower profiles and validate documents in line with FHA/VA compliance guidelines

Operations Coordinator
7 Muscle Fitness Studio

January 2021 to March 2024
(3 year, 3 months)

Managed Operational records and client data with foucs on Process Accuracy
Implemented Excel-based tracking to improve **Payment reconciliation** and **scheduling efficiency.**