

Ivneet Kaur Tiwana

942113508 | ivneettiwana26i@gmail.com | Bangalore, Karnataka

Experience

Mashreq Global Services | Bangalore, Karnataka

KYC Analyst | 08/2022 - 02/2023

- Conduct regular compliance audits and risk assessments to identify and address potential issues.
- Review all information, emails and documentation ensuring compliance with local regulation. Assist with balancing team work load.
- Conduct investigative research using appropriate investigative techniques to determine risk.
- Prepare clear, concise and extremely robust reports within tight timelines
- Review client relationships to ensure that client due diligence was complete and accurate within agreed onboarding protocols and timeframes.

HSBC | Bangalore, Karnataka

Sr. Assistant Manager | 10/2019 - 12/2021

- Manage and mitigate risk for an insurance client according to their compliance requirements.
- Review files submitted by Underwriter to make recommendations based upon compliance program guidelines.
- Performed the required KYC screenings on third party, documenting the information obtained on the third party as required by client KYC procedures.
- Performed research on various clients to understand the company structure, exposure to high-risk territories, have any government holding in the client company etc.
- Organized all client documents to the compliance database.
- Conducted extensive EDD reviews on high-risk customers, including complex corporate structures and politically exposed persons (PEPs).

YES BANK | Bangalore, Karnataka

Assistant Manager | 01/2019 - 09/2019

- Manage and mitigate risk for an insurance client according to their compliance requirements.
- Performed the required KYC screenings on third party, documenting the information obtained on the third party as required by client KYC procedures.
- Performed research on various clients to understand the company structure, exposure to high-risk territories, have any government holding in the client company etc.
- Organized all client documents to the compliance database.

HSBC | Bangalore, Karnataka

KYC Analyst | 09/2016 - 09/2018

- Conduct in-depth due diligence investigations on potential business partners, vendors, and individuals to assess their integrity and reputation.
- Utilize a variety of sources and investigative techniques to gather information, including media reports, public records, and interviews.
- Customized strings searches to identify red flags and adverse information pertaining to customers and vendors.
- Worked closely with clients to understand their specific due diligence needs.

Portea Medical | Bangalore, Karnataka

Management Trainee Program | 06/2015 - 06/2016

- Worked in operation department by handling the PAN India Data of physiotherapy Doctors.
- Organized the vaccination camps in IT Tech Parks.
- Managed the Feedback from client regarding the services.

Education

Bangalore University | Bangalore, Karnataka

MBA | 04/2015

Punjab Technical University | Jalandhar, Punjab

BBA | 05/2013

Skills

Microsoft Office (Word, Excel, PowerPoint), Risk Management, Report Writing, Sanction Screening