

MANSI SHARMA

Contact no-9821155132

Email id-prabha.mansi@gmail.com

Highlights :

My objective is to deliver best of my knowledge and efforts to the organization with great enthusiasm and hard work. I am always keen to learn new things and ready to take initiatives for the betterment.

Work Experience:

Ameriprise India Private Limited

Mar 2018 to Dec 2018

Process: Legal & Compliance (General Counsel Organization)

Designation: Analyst Compliance

Tools Used: Compliance Accelerator (Citrix), MS Access, Outlook.

Roles & Responsibility:

- Monitoring all corporate communication
- Electronics communication and voice communication surveillance for all corporate employees globally
- Investigating risk in various clients investment portfolios provided by corporate employees
- Verifying customer suitability
- Daily reporting to US business partners and Registered Principals
- Communicating various policies escalations to different department RPs
- Ensuring all compliance policies to be followed by corporate employees to mitigate risk
- Corporate communication surveillance
- Ensuring adherence of regulatory policies imposed by FINRA & SEC.
- Updating vendors and authorized service providers list on monthly basis
- Highlighting various risk cases to RPs as per policy violations.

Paytm (One97 Communication Limited)

Oct 2015 to Mar 2018

Process: Risk Investigation & Fraud Analyst

Designation: Associate (Risk Analyst)

Tools Used: Salesforce , MS-Excel ,Google Spreadsheets

Roles & Responsibility:

- Managing various aspects of risk compliance and operations like documenting processes and policies pertaining to risk and compliance.
- Investigating merchants as per RBI guidelines and ensuring if merchants are not involved in any suspicious business activities (complete Website/App, Legal Documents etc)
- Investigating legal existence of the merchants by validating their legal documents and by ensuring the details of their authorized signatories.

- Adherence to the policies imposed by RBI and different banking partners.
- Highlighting different modes operands and suggesting processes to mitigate the Risk in future.
- Keeping a check on the suspicious/fraud data provided by the banks and making a negative database.
- Setting various velocity rules in the system basis on the category of the merchants and analyzing the FTS (fraud to sales ratio)/ RTS (refunds to sales ratio) on a periodic basis.
- Carrying our merchant audit to check for the active/inactive merchants on a quarterly basis to identify new and emerging fraud trend and take corrective measures to mitigate the fraud trend.
- Collaboration with teams, namely cyber-cell, legal, compliance and finance to take action(s) on high risk merchants.
- Analyzing the risk factor and increasing number of merchants onboarded at the same time.
- Complete work flow through Salesforce.

Eduwizards Infosolutions Pvt. Ltd.

April 2015 to Sept 2015

Working Profile:

- Associate Operations.
- Handling admin panel.

Intellisys Global

June 2014 to April 2015

Working Profile: Associate Operations.

InfoTech Enterprises Limited

Dec 2011 to Aug 2013

GIS Engineer (Digital Cartographer)

Working Profile:

- Creating maps for the database of navigation system, which provides the route guidance to the user.
- Also works in web based applications related to content engineering i.e.Cartopia,CFL links as per project requirement.

Academic & professional profile:

Course/Class	Stream	University/Board/College	Percentage	Year of passing
B. Tech	Electronics & Communication	Utter Pradesh Technical University(Lucknow)	73.92%	2011
12 th	P.C.M.	K.M.S.(U.P.Board Allahabad)	70.8%	2006
10 th	All subjects	K.M.S.(U.P. Board Allahabad)	65%	2004

Summer Internship:

Company Name: CETPA INFOTECH PVT. LTD.

Project : Temperature sensor using microcontroller

Period of work : 6 weeks

Place : Greater Noida

Technical skills:

Computer language: Basic knowledge of C

Operating system : WindowsXP, Windows 7 & 8

Utilities : MS office, MS Excel, Salesforce, SOAP UI.

Achievements:**Academic:**

- Improving academic record.
- Participated in aptitude test in college level

Extra-Curricular Activities:

- Participated in college level dance competition & got 1st prize.
- Participated in anchoring & modeling.

Capability Profile:**Strength:**

- Honest & responsible.
- Believe in hard work.
- Keen to learn new things.
- Organizing skill with innovative ideas.
- Ability to work in a team and can guide the team with new ideas.
- Always open to take initiatives with the leading qualities.

Hobbies: Listening to music, cooking, Playing Sudoku.

Personal Details:

Date of Birth : 19 September, 1989

Father's name : Mr. Prem Chand Sharma

Mother's name : Mrs. Manju Sharma

Nationality : Indian

Languages known: Hindi, English

Permanent Address : Flat No. 204, Tower G3, Park Infinia, Fursungi Pune, Maharashtra -412308

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

Place: Pune

Mansi Sharma

Date: