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ABOUT

****3years 4 Months of work experience** on Documentation process, Strong in KYC (finding fraudulent under verifications). Also worked in various projects such background verification Data Processing, AML Process and Client Queries issues resolving end to end process.

****Strong in meet SLAs / Metrics Productivity and Quality Targets within the established timelines / Turnaround times 'TAT' / Quality and forecasting.**

SKILLS

Type Writing | MS Word Excel – Intermediate | PowerPoint presentation | QC Audit Files | Record Keeping & Maintenance | Database Controlling | Documentation – KYC Process | Leadership Skill | Time Management | Customer Service (Deliverables & Quality | Smart thinker and Quick Learner|

EXPERIENCE **""KYC Analysis"" -- Over All: 3 Years 4 Months**

Gem Software Solution - Parseq India Private Limited (Full-time) October 2018 – Present 3 Years 4 Months

Subject Matter Expert July 2021 to till now (7 Months)

- Accurately represent the business unit's needs to the project/program team so that the deliverable will meet the needs of the stakeholders, legislation, policies.
- Handling the Team productions and quality on day-to-day activities.
 - Meet process SLAs / metrics productivity and quality targets within the established timelines.
 - Stay updated with the process knowledge / changes refer to knowledge updates/ repositories to effectively process documents.

Process Executive -Senior Oct 2018 – June 2021 (2 Years 6 Months)

- Require detailed oriented approach and investigating ability to analyse the document features according to the reference documents.
- Meet process SLAs / metrics productivity and quality targets within the established timelines.
- Manipulated Data using pivot tables, charts and some macro parts when needed.

EDUCATION

Annai College of Engineering and Technology – Anna University (Academic Year:2014 – 2018)

Bachelor of Engineering – Electronics and Communication Engineering (ECE)

Sri G.R.M Girls Higher Secondary School - Stateboard (Academic Year:2012 – 2014)

HSC (12th) – Biology with Maths

SSLC (10th)– English

Accomplishments

Industry Honours & RR Awards

| Top 2rd Performer (Production) in a team | Special Incentive | SME Topper | Special Incentive Nitro Award | Certificate of Excellence Award for work |

Place: **Chennai**

Signature

Date:

(Vedhanayagi Rajan)