

RESUME

J.V.Vanthana

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SUMMARY

CDD | EDD | AML KYC ANALYST | ADVERSE | PEP | SANCTIONS | SCREENING |
FATCA | CRS | DUE DILIGENCE PROCESS

EDUCATIONAL QUALIFICATION

| COURSE | INSTITUTION | UNIVERSITY/ BOARD | YEAR OF PASSING | PASS PERCENTAGE |
|-----------------|---|----------------------|--------------------|--------------------|
| B.Com | Ethiraj college for women | Madras University | 2019 | 77% |
| XII Standard | Ethiraj Matric Higher Secondary school | State Board | 2016 | 94% |
| X Standard | Ethiraj Matric Higher Secondary school | State Board | 2014 | 90% |

PROFESSIONAL EXPERIENCE

Standard Chartered GBS Pvt Ltd, India :- (2019 – Till Present)

Tax Analyst:-

- ❖ Started my career with GBS as Tax analyst in July, 2019 for FATCA US Yearend project.
- ❖ Checked and downloaded Tax forms from appropriate tools such as Markit, SWIFT KYC Registry, Bankers Almanac.
- ❖ Liaised with Project leads to receive valid tax forms from the client.
- ❖ Performed Tax form validation by using MD3 validation tool.
- ❖ Uploaded valid Tax forms and md3 validation reports in the appropriate systems such as ECDD+, CIB tools, ICDMS to complete the tax operation.

KYC Analyst:-

- ❖ Moved into KYC Remediation Team in March, 2021 for validating the KYC records and fix any CDD/GIC gaps through either completing KYC records or off-board necessary accounts from system.

- ❖ Performs KYC document sourcing, Validating, Risk assessments, Enhanced Due Diligence for the existing clients to ensure the adherence and compliance of regulatory requirements.
- ❖ Performs Client Screening (PEP/Sanctions/Adverse screening/Country Regulatory requirements – SG Overlay screening, CBB Checks) through various sources includes Global Name screening and other External sources.
- ❖ Prepares Groundwork - Country requirements for 8 countries such as Singapore, Hong Kong, Malaysia, UAE-Dubai, DIFC, US, UK, China to complete the KYC record.
- ❖ Support the team members by collating the value chain information and sharing with RM /CM directly in order to fast track the value chain approval.
- ❖ Liaise with RM/ Client Manager/ IMO to complete the Customer Due Diligence activities
- ❖ Using appropriate tools such as SWIFT KYC registry, Bankers Almanac, Orbis, Ecdd+, ADS sources and SCI system to complete the KYC activities.
- ❖ SPOC for Africa & Mena region cases and also trained new joiners about KYC process
- ❖ Performing TESTING for Client Central platform which is the replacement of ECDD+ system which maintains the KYC record of the clients.
- ❖ Entire KYC profile testing, RMA CDD on-boarding, RMA CA Conversion- Regular relationship to RMA only and vice versa, Extending RMA only relationship are testing in the COLT – Client Central platform

Non-Customer RMA:-

- ❖ Performs Minimum Due Diligence on the clients by doing Adverse and sanction searches on client name and client website.
- ❖ Documenting TP details, RMA form, RMA checklist and necessary approvals from respective team.
- ❖ Making end to end process of Non – Customer RMA only relationship.
- ❖ Handling Network Due Diligence Mailbox by which any new request for RMA only creation / queries are answered in a timely manner.

Project Works:-

- ❖ Client List Remediation Project
- ❖ FM Recurring Project
- ❖ FM Rule Engine Project
- ❖ FATCA US Yearend project

SKILLS SET

- ❖ Good at Communication ,
- ❖ Leadership,
- ❖ Team work,
- ❖ Decision Making,
- ❖ Accept Challenges,
- ❖ Interpersonal
- ❖ Analytical skills.

AWARDS & APPRECIATIONS

- ✓ Won SPOT Awards twice for double hatting both FATCA and KYC projects successfully.
- ✓ Received appreciations from stakeholders for diligently following up on the case completions before every fortnightly call and also successfully completing the projects.
- ✓ Got appreciation from the Top Management for learning the process and efficiently working on the projects within a short span of time
- ✓ Got appreciation for Performing on Adhoc requests and completing the same in the given period of time.

PERSONAL INFORMATION

Name : Vanthana J V

Date of Birth : 10-Dec-1998

Nationality : Indian

Languages Known : English, Tamil

Passion : Classical Dance (Bharatanatyam)