

CURRICULUM VITAE



TAMAL KUMAR SAHA
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JOB OBJECTIVE

An accomplished analytical thinker and passionate problem solver who has the ability to read and interpret complex Regulations and then make accurate operational decisions regarding them. I have a good track record of evaluating Compliance issues within an organization and then taking appropriate action to improve operational performance. On a Personal level am proactive, motivated and has a high level of customer service orientation. Right now am looking for a position where i can make a positive contribution and would ideally like to work for a company that has an inclusive Environment where employees have the opportunity to succeed.

STRENGTH

I have firm belief in application of thoughts & strong determination which makes me a reliable person to work within a group.

- Ability to uncover the needs of the clients
- Responsible personality
- Time management skills
- Inner motivation to do the job
- True understanding of the job and the expectations of the employer
- Knowledge of banking products.

JOB RESPONSIBILITIES

- Review and update existing clients
- Answer to ad-hoc requests
- Carry out due diligence checks and information searches, and undertake additional reputation checks when necessary
- Work closely with compliance department.
- Review and update existing clients
- Answer to ad-hoc requests.
- Carry out due diligence checks and information searches, and undertake additional reputation checks when necessary.
- Involved in alert investigation and transaction monitoring.
- Ability to handle different risk level of customers (High, medium, low).
- Looking up for client information from AML Compliance approved websites and
- Contacting BL's and RM's for missing KYC documents & closure approvals by email.
- Collect other mandatory information with regard to AML guidelines.
- Review the documents procured from BL's and RM's
- Analyze client's files and recommendations and conclusions with regard to the client and its objectives.

ORGANISATIONAL EXPERIENCE

- Currently working in Hexaware Technology Limited Mumbai as SME and handling team of 20 team members.
- 5 Year and 6 months in "TATA CONSULTANCY SERVICES" as a Senior Associate for CITI BANK NA (Client Aspac)
- 2 years' experience in LIC back office

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SKILLS

- Quick learner with a strong desire to learn.
- Responded to all customer queries and issues after performing appropriate research.
- Maintained and updated office process reports on a regular basis.
- Good Problem solving skills; ability to prioritize multiple and competing tasks.
- Excellent time management and an ability to work to strict deadlines.
- Strong organizational skills with the ability to prioritize work.
- Ability to multi-task, working to deadlines accommodating varying levels of volume without deterioration in task quality.

COMPUTER SKILLS

- Operating System MS-DOS (6.22), Windows 98, Win2000, Windows XP.
- Expert in MS-DOS, MS-WORD, MS-EXCEL Ms-PowerPoint, Advance Excel(V lookup ,H lookup, PivotTable,)

ACHIEVEMENTS

- Awarded by the Citi Client for the best performer in the year of 2016.
- Awarded by the Citi Client as the star performer in the year of 2021.
- Rating is excellent throughout the year for my 100% Accuracy and Efficiency level as well as in attendance and taking leadership especially on high volume days.
- Served customers in a positive way, receiving two customer service awards in the past year.

EDUCATIONAL QUALIFICATIONS

EXAMINATION	COLLEGE/UNIVERSITY	PERCENTAGE / YEAR OF PASSING
Bachelor in Commerce (Accounts Hons)	K D college of commerce	2009
HS(Commerce)	WBCHSE	2006
Secondary	WBBSE	2003

PERSONAL DETAILS

- Date Of Birth : 17-05-1987
- Sex : Male
- Nationality : Indian
- Permanent Address : Vill – Fatepur, Po- Udang, Ps- Amta, West Bengal -711401
- Marital Status : Single
- Languages Known : Can read, write and speak English, Hindi and Bengali

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Tamal Kumar Saha