**VINEELA SANDEEPA GUMMADI**

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**CAREER OBJECTIVE**

To become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

**WORK EXPERIENCE**

***Axis Bank Ltd.***  Hyderabad, Telangana

*Assistant Manager* **January 2021 to till date**

* A result oriented professional with one year experience in AML/KYC department dealing with UK corporate clients.
* One of the key responsibilities will be coordination and collection of client specific information and completion of documentation to assist in the on-boarding of new client.
* And another important responsibility will be performing ongoing customer due diligence including maintenance and updating of AML and KYC records and information for existing clients.
* Identifying fraud document while scrutiny of KYC documents and those are referred to Risk team(OCL team) for further investigation.
* Completing and reviewing CDD,EDD,REVIEWS,REGULATORY,TRANSACTION MONITORING,PEP,ENTITIES and ONBOARDING Investigations.Risk rating allocation to the clients basing on the bank risk metrics during the pre-screening of the KYC.
* Preparing and updating productivity MIS on daily basis and to provide feedback to top management on business operations.
* This role will identify and escalate any suspicious or unusual matters to AML and line of business compliance for further investigation.
* Well versed with Finacle 10.0 which is Axis bank Core operational software. Imparting training to new joinees or colleagues.

***Axis Bank Ltd.***  **July 2017 to December 2020**

* Worked in CMS (Cash management services) branch on-boarding process by supporting branches and relationship managers of axis bank providing the necessary documents and helping them understand the CMS product features to provide best service to our corporate clients.
* Also worked in CMS branch process , by guiding them the process for certain CMS branch applications usage. Coordinating with internal teams such as IT, products ,masters for resolving the queries.
* Training branches regarding CMS systems and activities. Reporting the problems faced by CMS branches to the higher management and coordinating with products team for resolution of these issues.
* Preparing and updating productivity MIS report on daily basis and to provide feedback to to top management on business operations.

**EDUCATION**

* Completed Bachelor of technology (B.Tech) in ECE during the year 2013-2017 from Audisankara engineering college, Gudur with 81.75%.
* Intermediate in year 2011-2013 with 84.4%
* SSC in the year of 2011 from Central board of secondary education(CBSE) with 78%

**SKILLS**

* Hard Working and well disciplined.
* Ability to work in teams and know to meat the deadlines
* Good communication and intrapersonal skills
* MS-Word, MS-PowerPoint, MS-Excel

**WORK ACHIEVEMENTS**

* Received appreciation from business and management for timely completion of reviews and solving queries quickly.
* Appreciations from branches for resolving issues by coordinating with higher management.

**Personal Details**

Father’s Name : G Raveendra Kumar

Date of birth : 22-Sep-1996

Gender : Female

Marital Status : Unmarried

Nationality : Indian

Languages Known : English , Telugu