

# Alok Mishra

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## Objective

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To make a positive contribution by being a part of a dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

## Work Experience

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### **KYC/AML Analyst-** August 2022 to Present WNS Global Services

- Tracking the banking sector and working on a portfolio of around 12,000 banks across the globe
- Conducting research on entities and individual using a variety of global and country online sources, databases
- Experience in secondary research and due diligence of entities and individual using online sources.
- Source Bank's financial reports, Annual reports, Central bank list, as well as KYC documents.
- Work on Citrix application by uploading reports available on different websites thereby creating proper database.
- Analysis of customer profile and KYC documents and preparing KYC of customer.
- Extracting weekly quality report to avoid client escalation.
- Resolving client queries through Salesforce platform efficiently without breaching the TAT.
- We improve our platform's database by performing Corporate Actions (CA) using Central Bank's update data of banks and through research. Abilities in collaborating with supporting/ cross functional groups within the organization for providing end to end solution to client within given TAT
- Responsible for review and preparation of KYC requirements/documents to be sourced from client and through different databases.
- Knowledge of industry standard tools such as Bankers Almanac, TFPSYS, Zeus Accuity.
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- SMEs- Handling a team of 3-4 associates and senior associates.

- Quality control - Monitoring quality of deliverables to ensure it meets client expectation.

## **Skills**

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- KYC/AML
- Customer Due Diligence (CDD)
- CCC

## **Education**

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- MBA Completed (BBAU University) 2020-2022
- B. com (Lucknow Christian Degree College) 2017-2020
- Senior Secondary Education (CBSE Board) 2017
- Secondary Education (CBSE Board) 2015

## **Highlights**

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- Yellow belt -Six Sigma Certification
- Certification in KYC-AML
- Certification in O level

## **COMPUTER SKILLS**

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•Sound Knowledge of MS-Word, MS-Excel, MS-PowerPoint, Outlook. •Good Typing Speed •Well verse with the use of Internet

## **Personal Abilities**

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•Ambitious, hardworking, energetic and well disciplined. •Positive thinking, self motivated and flexible Efficient Communication Skills •Soft Spoken •Good Oral and Written Skills

## **Declaration**

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I hereby declare that all the above information is true to the best of my knowledge & belief.

Alok Mishra