# CURRICULUM VITAE

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# GUNA PRIYA .M

## Senior Process Executive

Professional financial analyst with more than one year of experience in corporate investment banking. Involved in investment banking through trade.

WORK EXPERIENCE

## Senior Process Executive

### Concentrix Daksh Private Limited

Apr 2018 – Till Date Manyata Tech Park , Bangalore

**Profile summary in Concentrix**

* Reviewing, investigating and reporting money laundering & suspicious cases with up to 100 associates.
* Investigating the customers KYC documents, source of documents and reviewing the chat history of customer.
* Conducting the fraud investigations for Revolut bank customers like, ATM withdrawals, wire transfers, internal & outbound transfers, merchant payments etc. by reviewing the customer’s flow of payments for suspicious activity.
* Dealing appropriately with the consent refusal following the submission of the SAR.
* Acting as a point of contact for the law enforcement agencies in the ongoing fraud & money laundering cases that commenced from the submitted SAR.
* Preparing the Suspicious Activity Reports to the NCA about the money laundering, terrorist financing and fraud related activity.
* Reviewing the sanction screening.

## Patient Co-coordinator

### Green view Medical Centre Multispecialty Hospital

Oct 2016 – Feb 2018 HSR Layout , Bangalore

* Performing a high level performance in convincing the Customers
* Increased the level and standard of hospital by providing an Innovative ideas
* Increased the Admissions of the hospital with the smart work in convincing the customers
* Solving and managing the critical situation easily
* Having ability to grab things quickly and love to face challenges always being awarded for that performance.

## Process Associate

### J P Morgan Chase & Co

Jul 2015 – Aug 2016 Prestige Tech Park , Bangalore

* Transaction monitoring and fraud detection are my part of responsibilities.
* Performing risk assessments, customer due diligence and enhanced due diligence as applicable on documents while on-boarding customers or refreshing existing customers.
* Verifying and validating customer identity, profile, business etc. and source documents as per AML/KYC policies.
* Performing Sanctions screening and PEPs identification, reviewing adverse media screening for retail clients.
* Observing the patterns of the swift payments, and reporting the suspicious transactions.
* Preparation of weekly and monthly MIS reports and providing the details to management relating to the productivity and capacity utilization.
* Monitoring OFAC and compliances and interact with the compliance team in order to get clarification related to the process.

### ORGANIZATIONS

* + **J P Morgan Chase & Co (**Jul 2015 – Aug 2016)

## Green view Medical Centre Multispecialty Hospital (Oct 2016 -Feb 2018)

* + **Concentrix Daksh Private Limited (Apr 2018-Jul 2019)**

### EDUCATION AND QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institute** | **Board/University** | **Year of Pass Out** |
| *SSLC* | Bangalore High School | Karnataka Board | 2010 |
| *PUC* | Krupanidhi PU College | Pre University Board | 2012 |

|  |  |  |  |
| --- | --- | --- | --- |
| *BCOM* | Vet First Grade College | Bangalore university | 2015 |

**CARRIER HISTORY**

* Reviewing Documents Of Live Transactions.
* Monitoring OFAC and compliances.
* Export L/C Advising, Amendment and Confirmation.
* Collections (Dispatch And Non Dispatch Transactions), GR Waiver.
* Mail LC processing.

**HONOUR**

**RNR Award, (Nov 2015)**

* J P Morgan chase & co., Bangalore

Honored by Senior Management for Achieving highest productivity with greater accuracy levels and training the new joinees.

**ZINK STAR Award, (Mar 2016)**

* J P Morgan chase & co., Bangalore

Honored by Senior Management for Achieving highest productivity with greater accuracy levels for the quarter.

**BEST PERFORMER AWARD, ( Oct 2017)**

* Green view Medical Centre Multispecialty Hospital Honored by Managing Director, Achieving the target of increase in admission

### KEY ACHIVEMENTS

* Served as a president for Alumni Association
* Member of non government organization
* Kavacha chinaralokaha makkala mantapa volunteer
* Completed preliminary CA CPT crash course training
* Certificate of appreciation service rendered during pulse polio vaccination
* INDIAN RED CROSS SOCIETY FOR DONATING BLOOD APPRECIATION CERTIFICATE
* Karnataka kavya rasagrana shibhira seminar in maharani college
* Organized college fest for the year 2015
* Volunteer member of kavacha foundation
* Member of non government organization (NGO)
* Served as a NSS camp leader for 3 yrs

+

#### PERSONAL SKILLS

* Takes initiative and works independently
* Ability to learn and adapt.
* Innovative, Hardworking

#### PERSONAL PROFILE

* Address : #601 14th cross 2nd main 3rd block

Vishwa Priya Layout Begur Road Bangalore 68

* Date of Birth : 11/11/1994
* Nationality : Indian
* Languages Knows : English, Malayalam, Hindi, Kannada, Tamil, Telugu

### SOFTWARE KNOWN

* FUNDAMENTAL OF COMPUTER AND OS
* MS WINDOW AND POWER POINT
* FOXPRO PROGRAMMING
* HEALTHS SPRINT
* CHARAK
* HMS (SEA)
* GTS (PRODUCTION)
* CTS

**DECLARATION**

I hereby state that all the above details are true to the best of my knowledge and understanding.

Place: Bangalore Gunapriya.M

Date: