**Habeeb unnisa**

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**Seeking assignments in Operations Management, Client Relationship Management with an organization of high repute preferably in Banking/Finance/Insurance Sector.**

 **COMPETENCY MATRIX**

*• Client Delight • Process Improvisation• Banking • Team Player • Interpersonal skills*

***Professional Experience:***

* Working as an team member in compliance(client list screening project ) since December 2017 to till date in JP MORGAN CHASE &CO.

**Key Result Areas:**

**FCC&RC Operations**

* Performed the required Sanctions screenings on customer’s information obtained from the client's as required by global KYC and Sanctions procedures.
* Ensuring compliance with all AML laws, Sanction laws, regulations, guidelines, written procedures; OFAC, CIF, KYC, customer/Sanctions Screening.
* Determined whether the Customer information seemed legitimate or not by applying various AML regulations including the USA PATRIOT ACT, the Bank Secrecy Act and OFAC.
* Enhanced Due Diligence was performed on entities via Lexis-Nexis, Google, and World Check etc.
* Ensuring high quality standards and adhering to the SLA (Service Level Agreement).
* Worked with Senior Managers, Lines of Businesses & other departments to ensure ongoing compliance with AML Standards, regulatory requirements & Sanctions screening Procedures.
* Part of internal Quality Control Team, Analysing the reports and conducting RCA on for the errors and reporting the same to Team leader.
* Forwarding Customers having suspicious data i.e. Customer information matching with Sanctioned country or sanctioned individual (High risk individual) business unit for further EDD.

**Core competencies:**

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| * Basic knowledge in Tally.
* Good working experience with MS Excel, MS Word, MS Power Point.
* Good time Management.
* Effective communication skills.
* Relationship Management.
* Adaptability.
* Presentation skills.
* Documentation & Reporting.
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**Educational Qualifications:**

* Passed MBA (finance ) in 2018 from Osmania university
* Passed B.com( computers ) in 2016 from Osmania University with 83%
* Passed Intermediate(CEC) in 2013 from Board of intermediate with 85% marks.
* Passed SSC in 2011 from SSC Board with 74% marks.

**Achievements:**

* Received certification for quality champion for the month of September 2018
* Recognized and awarded as high contribution in both the volumes & the Quality
* Recognized as a star performer for the month of January

**Technical Skills:**

* FINACLE (Core Banking Solution)
* Applications : M.S office
* Typing skills : 30wpm

**Strengths:**

* Ownership of problem solving having ability to work in complex and changing environment
* Having ability to accept changes and work accordingly
* Clear understanding of the end to end Cls process
* Demonstrate willingness in attitude when assigned task
* Embrace process changes and adapts quickly to her procedures

I declare that all the information furnished above is true to my knowledge. I assure that I will be sincere and work hard towards contributing to the success of the organization.

**Place:** Hyderabad

**Date:**

 **HABEEB UNNISA**