

ANANYA KUMAR GHOSH

PERSONAL DETAILS

Sex: Male
Date of Birth: 13thOCT, 1989
Nationality: Indian

CONTACT DETAILS

Phone No: 09836493499(mobile)/033-24067858(home)
Email: ananyakumarghosh@gmail.com

Present Address: Flat no.-6, 306, Raja Ram Mohan Roy
Road. Kolkata-700008

Permanent Address: Flat no.-6, 306, Raja Ram Mohan
Roy Road. Kolkata-700008

Objective: Wish to pursue a career in private sector with hard work, integrity and responsibility.

Career Profile:

Experienced KYC AML COMPLIANCE Quality Assurance Analyst prepared to manage risk and design and implement profitable goals for companies. Thorough research, detailed records and strong communication skills, will always maintain a high level of customer service for clients and employers at all times.

SKILLS

- Good team player
 - Strong inter-personal, analytical, communication skills & goal oriented attitude.
 - Effective time management skill & ability to work under pressure with high degree of accuracy.
 - Initiative and commitment to achieve targets & continuous learning with a positive and pro-active approach.
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EDUCATIONAL QUALIFICATIONS ~

| <i>Examination</i> | <i>Course</i> | <i>Year of passing</i> | <i>Institution</i> | <i>Board/University</i> | <i>CGPA/ Percentage</i> |
|--------------------|------------------------------------|------------------------|--------------------------------------|---|-------------------------|
| Post-Graduation | Integrated Marketing Communication | 2014 | St. Xavier's College-Kolkata | Autonomous | 53.3 |
| Graduation | Bachelor in Media Science (H) | 2012 | NSHM School of Media & Communication | AICTE/WBUT | 74.5 |
| Higher Secondary | Science | 2008 | Sir Nripendranath Institution | West Bengal Council of Higher Secondary Education | 62.5 |
| Secondary | General | 2006 | Shri Ritam Vidyapith | West Bengal Board of | 79 |

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|--|--|--|--|---------------------|--|
| | | | | Secondary Education | |
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Professional Certification:

- NISM-Series-V-A: Mutual Fund Distributors Certified
- IRDA certified

WORK EXPERIENCE:

Organization: HSBC HDPI - Kolkata

Duration: 1ST July 2018 – Till Date:

Designation: Production Quality Controller

Job Role: Checker

Roles & Responsibilities

- Perform Quality Check that includes global regulators requirements, compliance parameter , Risk exposure for the KYC profiles raised by the production team to ensure that the KYC is in line with the HSBC Group & the global banking regulators KYC requirements.
- Providing necessary feedback to the analyst based on the findings from profile QC and to ensure that the errors identified, if any, have been rectified / resolved before the profile is approved.
- Provide the first level approval to the KYC upon completion of the review.
- Conduct feedback sessions with the production analysts based on the QC findings and guide them to avoid the errors which are repetitive in nature.
- Contact the stakeholders like Compliance, Business, and Client Liaison Team etc. for solving issues related to KYC profiles.
- Resolve queries from analysts while conducting initial due diligence and advice on the further course of action.
- Discuss about matters where there is a difference in opinion and arrive at a logical conclusion & incorporate the same in the KYC profile before approval.
- Update the KRI score based on the findings during profile QC.
- Take part in the KRI discussion with the production & onshore teams to discuss on the error scores (KRI) on a monthly basis.
- Manage the team in absence of team leader.
- Being a Quality assurance analyst I have sound knowledge of MIDDLE EAST , EGYPT ,CANADA, UK , US local regulatory requirements.

Organization: HSBC HDPI - Kolkata

Duration: 19th May 2016 – 31st July 2018

Designation: Associate – KYCS

Job Role: Analyst

Responsibilities:

- Perform Due Diligence for the New & existing client of HSBC Middle East and North Africa Region and UK to highest quality and in line with the latest policies and procedures.
- Take complete ownership of any profiles/tasks that have been assigned until stage of completion.
- Proactive and responsible approach to urgent requests and queries from onshore counterparts
- Develop and maintain excellent professional relationship with all stake holders.
- Training new joiners and guiding them throughout the learning curve.
- Driving production of the team.
- Aiding management in preparing reports and presentations with respect to the process.
- Meet the needs and expectations of Stake holders by ensuring that urgent cases are handled in a timely and appropriate manner.
- Performing management and administrative tasks during the absence of line management or to assist line management.
- Timely and accurately updating of the management information tool (Pandora) which client KYC profile status & comments.
- Team Player - always help others whenever required.
- Understand & comply with all relevant policies & procedures issued by the Group & contained within the group
- Multi-tasking with ability to prioritize goals and still meet deadlines and expectations.
- Have worked for both Periodic Renewals and New Client Onboarding Profiles for MENA Region (UAE, EGYPT).

Organization: HDFC Bank Ltd

Duration: 9th February 2015 – Till Date: 9th May 2016.

Designation: Assistant Manager (Operations).

Job Role: Personal Banker

Responsibilities:

- To be the first point contact with the customer in the branch.
- Provide customer service and product information.
- Balance Enquiries for walk-in customers & balance confirmation certificates.
- Obtain referrals from walk-in customers for Current account & Saving account and Demat.
- Cross sell of all products, services and direct banking channels to walk-in customers to deepen relationships.
- Account Opening – Current account & saving account/FD.
- Collection of Foreign Currency Cheques.
- Report Generation & filing.
- Retention and enhancement of the value of existing accounts of current account & saving account customers.

Organization: Axis Bank

Duration: February 2014 to October 2014

Designation: Operations Officer

Job role: Teller

Responsibilities:

- Handling Cash Transactions, Remittances, Cheques, Term deposits, Pay Orders Preparation.
- Pitching existing customer for third-party products like Life Insurance, Group Insurance, Mutual Funds.

- Responsible for lead generation and conversion for Current Account and Savings Account - CASA to new customers and deepening of account balances for existing customers.
- Compliance to the bank's rules - internal guidelines, processes and procedures.
- Responsible for improving the Internal Audit Operational Efficiency score of the branch by timely completion of assigned tasks on continuous basis.
- Protecting bank's property as per safety norms and ensuring ethical conduct in ordinary course of business.

ACHIVEMENTS AT WORK:

HSBC:

- Team of the Quarter Award for 2nd Quarter of 2016. – HSBC.
- Have been the Top Analyst in Remediation and business Renewals Profiles for all MENA Regions in terms of productivity and target achievement as per Global PMI report from September 2016 to till date .- HSBC
- Been a stupendous performer in terms of productivity and accuracy consistently after the learning curve was completed.- HSBC
- Received business compliments for efficient and rapid work delivery on various occasions.- HSBC

COMPUTER PROFICIENCY:

- Operating Systems: Windows XP. Windows 7, Windows 8, Macintosh
- Software Packages: Adobe premiere pro CS3, Photoshop CS3. Corel draw X3.
- Tools : Finacle, Flexcube , NGT , Eform , Lexis-Nexis , AVOX , MINT , Reuters, World-Check , RDC Review , Bloomberg , OneSource , Bank Check , Zawya .

LINGUISTIC PROFICIENCY:

| Language | Read | Write | Speak |
|-----------------|-------------|--------------|--------------|
| BENGALI | YES | YES | YES |
| ENGLISH | YES | YES | YES |
| HINDI | YES | YES | YES |

EXTRACURRICULAR ACHIEVEMENTS:

- I have won many awards & certificates for different sports like Cricket, running etc.
- I have won prizes in drawing competitions.
- I took part in recitation competition in ALL INDIA RADIO.
- I am associated with an NGO “WE CARE” since 15th May, 2013.

- I had participated in many quiz competitions, debate competitions & story telling competitions during my school days.
- I participated in many drawing competitions & have won prizes.

OTHER INTERESTS:

- Writing short stories, scripts & poetry.
- Reading novels. Travelling.
- Watching films from different genres & different countries.
- Photography is my passion.

DECLARATION:

I solemnly declare that all the above information furnished by me is true to the best of my knowledge and belief.

Yours faithfully,

ANANYA KUMAR GHOSH