**Kiran Kumar P**

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**CAREER OBJECTIVE:**

To work in a challenging & competitive environment where the best of my potential can be utilized to ensure translation of all the opportunities and resources in a best possible way into an achievement to contribute in growth of an organization.

**PROFESSIONAL PROFILE:**

* Having an experience of 5 years in **Compliance, AML/KYC, OJT (On job Trainer), and Operational Management**
* Joined ICICI Bank Probationary Officer program in AUG 2013
* Previous employment **TCS**, Hyderabad from May 2016-Oct-2017 as a Quality Checker.
* Previous employment **ICICI Bank Limited**, Hyderabad from Aug 2013-May-2016 as a Deputy Manager
* Presently working for **JPMorgan Chase** from Dec-2017 –Present as a senior analyst

**ORGANIZATIONAL EXPERIENCE**

**JP Morgan Chase & Co (Dec 2017 – Present) :**

**Profile**: Senior Analyst

**Roles and Responsibilities:**

* Working as an operational KYC analyst for investment banking clients
* Performing End to End KYC Remediation and Renewals Program for clients like Corporate, NBFI...etc
* Conducting OJT(On job training) for all the new joiner’s
* Conducting classes for Walkthrough of process and procedures and navigation of all the internal applications for new joiner’s
* Performing Quality checking for the cases within the team before submitting the case to Global Quality checking
* Preparation of Local Due Diligence (**County level Due Diligence**),**OFAC questionnaire, AML Representation letter and AML questionnaire, CIP, CI, Spdd, AML Risk Summary.**
* Ensuring the team to follow all the GAT (Global Advisory team)Updates regarding the change in the process and procedures
* Handling and managing the day to day activities of the team and making sure that the deadlines and expectations are met on time.
* Conducting due diligence on various types of new clients and also on existing clients as per the regulatory requirements.
* Extensive analysis of Constitutional documents, Annual Reports and Client websites for all the clients to identify authority and capacity.
* Extensive research of data from JP Morgan approved external sources for documents if none are provided by the client.
* To coordinate with different departments within the firm in an efficient and timely manner to get the approvals for different documents for internal execution purpose.
* Generating, Analyzing and forwarding daily and weekly reports to senior management.
* Proficient in various banking software solutions such as Excel and other applications used by JP Morgan.
* Constant review and updating of KYC requirements and applying appropriate tenets to client projects.
* Ability to communicate effectively with appropriate parties, obtaining and disseminating information, while still maintaining confidentiality where necessary.
* Screening of clients and related parties in order to identify any suspicious activities and closing them with True or False Matches.

**TATA Consultancy Services (May 2016 – Oct 2017)**

**Project 1: Key Responsibilities as a KYC Quality Analyst (HSBC –UK) :**

* Conducting the quality checks for the ‘Client Onboarding(NTB)’ and ongoing(ETB) customers
* Reviewing the Account opening and closing forms
* Coordinating with the ‘RREM’ team to notify on the High Risk and SCC & PEP customers
* Transaction review and Account management
* Following the HSBC Globe & International Regulatory KYC and compliance guidelines
* Coordinating with the Relationship Managers for the additional documentation and segment

Related issues.

* Performing complete Alert investigation from end to end in order to observe an ML activity in the

Transaction.

* Managing the team and allocation of work to all team members
* Understanding the trends and various changes in the customer account transactions to identify

The Risk Category and finalising the FCRR of the Customer

**Project 2: Key Responsibilities as a KYC Static Data Checker (BA) in Standard Charted Bank (Singapore & Malaysia)**

* Publishing the daily/weekly/monthly comparison reports and dash board to the SG and MY country heads
* Coordinating with architecture and DB teams to provide access to users
* Validating the static data before migration to standardize the central KYC info at across all regions
* Conducting a static data screening of the client and related parties with reference to the submitted KYC documents.
* Responsible for Core banking record activation of the client by updating the necessary fields in the software to enable the transaction activity of the client.

**ICICI BANK LIMITED (May 2014 – May 2016)**

**Profile**: Deputy Manager

**Roles and Responsibilities:**

* Reviewing Compliance adherence for High, Medium & Low risk entity categories as agreed with the consortium
* Performing risk assessments, Customer Due Diligence and Enhanced Due Diligence as applicable on documents
* Performing negative media searches as applicable and Sanction screening process on KYC counterparties
* Follow up with the branches to obtain the additional documentation if required to support the KYC of the customer and ensure to close or escalate the match found cases
* Reviewing and updating KYC files with missing and updated information to satisfy compliance requirements.
* Ensuring requisite Audit compliance in operations with all applicable Banking rules and regulations, specifically strict compliance with regards to KYC, AML statutory requirement

**Achievements and Innovations:**

* Handled ADD(Account Due Diligence EvA) Project with a team of four and completed 280 records and delivered with 100% quality with in a timeline
* Formed a team called QWG(Quality working group) to ensure entire CIB KYC to be on the same page with the process and resolve quires on any new updates
* Working on a project how to become an SME with in LOB
* Received Client focus award from higher management
* Training has been conducted for 3 new batches
* Participating in team huddles and other activities
* Trainer for new joiners to the process by giving them training on navigation part and research part.
* Delivering RFT(Right first time) for all the records
* Contributing to the process by identifying various resources where we can get KYC information
* Giving some innovative thoughts to reduce errors and also to reduce time to complete a record
* Received a Prestigious Customer First Award in ICICI Bank Ltd
* Member of team which was awarded for fastest Migration of finacle from 7X to 10X in ICICI Bank Ltd

**Technical skills:**

* MS Office (Word, Excel & Power point), Internet and E-mail applications.
* Finacle, I-core Banking.
* SQL AND UNIX and other compliance(KYC/AML) application tools

**Certifications:**

1) Mutual Fund Distributors Certification from National Institute of Securities Markets (**NISM**)

2) NSDL-Depositary Operations Certification

3) IRDA

**Educational Qualification:**

1) Post Graduation Diploma in Banking (PGDB) from Manipal University with 7.8 GPA

2) B.Tech in Computer Science with 74 % from JNTU University

**PERSONAL PROFILE**

Name : Kiran Kumar

Date of Birth : Sep 15 1990.  
Languages : English and Hindi, Telugu  
Nationality : Indian

I do hereby declare that the above mentioned details are best to my knowledge and adhere to the fact as at the time of this declaration.

Date:   
Place: Kiran Kumar Putla