

Priyanka P

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→ Career Objective

Position at a leading organization as a financial analyst and continue my education in the financial field by obtaining the designation.

→ Academic Details

- **BSC maths , Madras University**
72%
2019
- **HSC , Government girls Higher secondary school**
70%
2016
- **SSLC , Government girls Higher secondary school**
85%
2014

→ Work Experience

- **Tata consultancy service**
Mortgage loan
Sep 2019 - Jan 2022
Role : Information process enabler
 - * Accurately enter and review data as required for the workflow process requirements maintained by the team.
 - * Accurately enter data and enforce date capture through analysis.
 - * QC of loan file to make sure all documents are in order at the pre closing stage as well as at the post closing stage to make sure that all the documents meet guidelines.
 - * worked either independently or with team members to ensure proper follow through the documentation requests.
 - * Organized documentation into several key folders for easier achieving and use by manager and supervisor.
 - * prepare summaries of process review development and implementation activities.
 - * Identify the error in the documents and prepared a report based on that.
 - * consistently meet the service targets set by the company at the earliest possible time.
 - * Give regular update on the current performance of the tem or individual when deemed necessary.
 - * Completed all additional duties as assigned by management.
- **Tata consultancy services**
F&A senior process associate
Jan 2022 - till date

Role : Analyst on screening process

- * Make sure alert source and business entity.
- * Monitoring the transaction.
- * Checking KYC.
- * screening for the pep, sanction and adverse media.
- * Checking stages of money laundering and Anti money laundering.
- * Complete level 1 in Transaction monitoring process.
- * Alert transaction name screening.

➔ Skills

- MS Excel, MS powerpoint, MS word

➔ Curricular Activities

Extra-Curricular

- Language : Tamil and English

➔ Declaration

I hereby declare that the above mentioned details are true to the best of my knowledge.

Place : Chennai

(Priyanka P)