

Hi, I'm Puneeth K H.

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SUMMARY

Dedicated KYC Analyst with expertise in Talentpro(Metamap) technology seeking a challenging position to contribute my skills and knowledge in ensuring compliance, mitigating risk, and supporting effective customer onboarding processes.

SUMMARY:

- Proven track record in accurate data entry and record-keeping.
- Strong attention to detail and commitment to data accuracy.
- Familiar with insurance policy administration and claims processing.
- Excellent communication and teamwork skills.
- Proficient in data entry software and CRM systems.

WORK

EXPERIENCE:

KYC Analyst

Talentpro(Metamap)

Identity Verification Service

Present 2024

- Conducted thorough customer due diligence (CDD) and enhanced due diligence (EDD) processes in accordance with regulatory requirements.
- Utilized Talentpro(Metamap) technology to streamline the extraction and analysis of key customer information from various documents.
- Implemented risk-based approach methodologies to assess and categorize customer risk levels.
- Collaborated with cross-functional teams to resolve escalated KYC issues and discrepancies.
- Conducted periodic reviews and updates of customer profiles to ensure ongoing compliance with regulatory standards.
- Generated and maintained comprehensive documentation of KYC processes and findings.

EDUCATION AND TRAINING

BBM: Bachelor of Business Management
University of Mysore

SKILLS

- Data Entry
- Policy Administration
- Attention to Detail
- Data Quality Checks
- Customer Service
- Document Management
- Data Reporting
- CRM Systems
- Microsoft Office Suite

Puneeth K H