



M. MAHITHA

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CAREER OBJECTIVE

To obtain a prominent and challenging position in an organization of repute where I can apply my formal education gained experience and my strengths to achieve the desired organizational goals and perform the assigned duties with complete perfection and professionalism.



EDUCATION

2019 - MBA in finance and marketing

Panimalar Engineering college - scored 8.2 CGPA

2016 - BBA

Nazareth college of arts and science – scored 72%

2013 - Higher secondary examination

Jaigopalgarodia Vivekananda vidyalaya - scored 69%

2011 - Secondary examination

Nazareth matriculation higher secondary school-scored 84%



AREAS OF SPECIALIZATION

Finance

Marketing



TECHNICAL QUALIFICATION

Tally ERP9 from NIIT

MS – office



ACADEMIC PROJECTS UNDERTAKEN

MBA

Company name: CSS CORP

Project title : A study on employee orientation

Duration: 15 days

BBA

Company name : UNIWARE SYSTEMS PRIVATE LIMITED

Project title : A study on recruitment and selection process.

Duration: 6 months



PROFESSIONAL EXPERIENCE:



Experience I

Firm: **Bank of Newyork Mellon International**

Position: Operation executive- Cash Reconciler at Corporate Trust

Period: 01/07/2019 – 03/07/2020

Roles & Responsibilities

- Reconciling the client cash payable with BNY cash receivables, if any discrepancy occur proof will be valuated and resolve the issues with in depth investigation for the funds.
- Working in cashflow reconciliation in BNY Mellon for client services and maintaining separately account books for custody backup.
- As part of custody accounting team preparing the cash statement for client view by working on WSO with client transactions which we see the projection in GCM.
- Handling highly critical portfolios, thoroughly analyze, research, and resolve issues as well as provide direction to the clients.
- End to end process responsibility and to be in control of end of day reports, cut offs and critical intraday reports.
- Maintaining a tracker for the process and sending reports to the client
- Additional responsibilities include training new joiners, fund allocation, production reports, and maintaining the daily SLA Tracker.
- And having a sound knowledge of fund accounting, capital market, derivatives, mutual funds, bonds and trades.

Additional Responsibilities and Achievements:

- Received award for TAT reduction.
- Received award as per client for resolving aged breaks
- Worked with onshore partner to move the transaction smoothly.
- Completing mandatory e-learning/trainings modules within stipulated timelines
- From July 2020 I was moved to KYC & AML Process through IJP.



Experience II

Firm: **Bank of Newyork Mellon International**

Position: Process Associate - KYC – CDD, Client On boarding, Period Review Quality Control Analyst

Period: 03/07/2020 – 01/09/2021

Roles & Responsibilities

- Performing Periodic reviews for low, medium and high-risk individuals and HNWI's.
- Performing the required KYC screenings on customers, documenting the information obtained on the client's as required by global KYC procedures.
- Responsible for obtaining missing KYC requirements and other mandatory information in accordance with the Bank's guidelines and in compliance with UK financial regulations.
- Determining whether the activity seemed legitimate or not by applying various AML regulations including the USA PATRIOT ACT, the Bank Secrecy Act and OFAC.
- Identifying accurate risk rating for individual accounts to highlight high risk jurisdictions, cash intensive/high risk businesses and politically exposed persons (PEPs) or related customer or connected parties.

- Escalating concerns about suspicious activity identified through monitoring transactions with the support of account activity report (AAR).
- To check that individuals and transactions are not subject to sanctions.
- Experienced in using applications such as Browser Main Menu (BMM), CRT.

Additional Responsibilities and Achievements:

- Handling the customer complaint on daily basis.
- Taking decision before the SLA period.
- Achieved and won Star performance awards twice in KYC process.
- From September 2021 I was moved to Quality Control Team based on my performance.



Experience III

Firm: **Bank of Newyork Mellon International**

Position: Analyst – CB Transaction monitoring – Anti-money laundering (AML)

Period: 01/09/2021– till date

Roles & Responsibilities

- Process the alerts/cases created manually or by monitoring systems to identify unusual customer behavior and recommend for escalation if necessary based on country addendum and job objectives.
- Review/Analyze the alert and ensure timely and effective disposition of the alerts.
- Providing support on various AML requirements and identifying the source of funds and destination of funds.
- Liaise with Relationship managers (RM) associated with each customer for ascertaining unidentified companies and individual relationship, purpose and to confirm the reason for specific transaction patterns, flows etc.
- Extending support towards the team as and when required in case of team members absence to clear the back logs and to avoid CAD breach.
- Identifying and mitigating the Accuity and Adverse media news via the external searches.
- Experienced in handling AML surveillance systems such as MANTAS_ECM, DETICA, and LEGACY DATA DISPLAY (LDD), EOPS, CERS, LEXIS NEXIS.
- Review KYC Approval process for Client Onboarding, Triggered Periodic Review & Periodic/Regular Review based on SOP & Checklist.
- Validating Constitutional documents such as Trade License, Banking License, FATCA/CRS, Regulatory Proof, Wolfsburg Questionnaire, NBFIL AML Questionnaire, KYC Form etc.
- Validating sanction and adverse media screening performed for Client and its connected parties and mitigate the hits identified with the support of RM/Client rationale comments and with the support of review and approval rationale comments.
- Checking ID Copies for Client's Authorized signatories, Board of Directors, Senior management and individual UBO's.
- Obtaining and validating PEP Forms for Domestic and Foreign PEPs involved, Organizational Structure Diagram of the Client.
- Reviewing transaction analysis of the Client holding Cash Management products such as Current Account, Call Account, Vostro Account and Savings Account.
- Obtaining PEP Approval from AML team and sanctions approval from Sanctions approval team.
- Preparing Risk Support Statement for all reviews and providing approver justification comments for the case closure

Additional Responsibilities and Achievements:

- Walk through the QA received errors to the team to ensure the consistency on nil errors and mitigate the repeated errors on a weekly basis.



STRENGTH

- Self-innovated and Quick learner
- Strong verbal communication skills
- Problem solving
- Management skills
- Flexibility and Adaptability
- Time management



PERSONAL DETAILS

Name	: M.MAHITHA
Father's Name	: S. MANI (late)
Date of Birth	: 14.10.1995
Gender	: Female
Marital Status	: Married
Nationality	: Indian
Languages Known	: English,Tamil,and Malayalam
Passport Number	: W0327490



DECLARATION

Hereby I declare that the information furnished above is true to the best of my knowledge & belief.

Place : Dubai
Date :

Mahitha.M