

VINCY SARA GEEVARUGHESE

@ vincysara31@gmail.com
+971 56 825 0319

Awqaf Building 250, A Block, Flat no.262
Muhaisnah 4 ,Dubai
<https://www.linkedin.com/in/vincy-sara-geevarughese-006388215>



OBJECTIVE

To secure a challenging position where I can effectively contribute my skills as a good professional for growth of organization and myself.

EXPERIENCE

01/08/2022
-
23/10/2023

Guidehouse
Junior Process Associate
Job Responsibilities

- Hands on experience in handling US based clients.
- Have experience in Financial Crime, Fraud Investigation Services (FFI) and Global Investigation Compliance (GIC) in a US based company.
- Manage the customer end-to-end onboarding process.
- Have excellent knowledge in Anti money laundering (AML), Financial crime compliance, Filing SAR,Negative news screening, Client onboarding, Periodic Review (PR), KYC, CDD and EDD process.
- Carry out customer due diligence (CDD) is used to identify the customers,while enhance due diligence (EDD) deals with the high risk clients and updating the customer's up-to-date information through Periodic Review (PR) process of clients in United States (USA) country and international country.
- Conducting due diligence and compliance analysis on corporate customers to comply with regulatory requirements(shareholders, beneficial owners (UBO), source of wealth, Ownership Structure, Anti money laundering risk factors, PEP,EU,OFAC list countries under international sanctions).
- Making sure the client comply with the company policies and requirements and provide proper and valid documents required before onboarding.Review existing documentation available in client files and evaluate its applicability.
- Investigating Trigger events idenfied on corporate customer accounts; Limited Companies,Listed and Regulated entities, Charities,Trusts and conducting Enhance Due Diligence (EDD).
- To perform required KYC Screening on customers documenting the information obtained on the client's as required by global KYC Procedure.
- Filing suspesious activity report to NCA, goAML, Fintrac and AUSTRAC.
- Preventing financial crimes through the implementation of effective risk assessment and ensuring compliance with AML regulations.

19/04/2022 - 29/07/2022	Integra Software Services Pvt Ltd Company HR Trainee Job Responsibilities <ul style="list-style-type: none"> ◦ A HR trainee with over four months of experience in managing and setting up recruitment process and systems in publishing and e-learning sector. ◦ Have experience in recruitment for sourcing the best talents from various sources after identifying manpower recruitment which includes Lateral hiring and Leadership hiring. ◦ Interacting with various Candidates to collect manpower recruitment. ◦ Sourcing profile through Naukri and LinkedIn. ◦ Administrating the interview process with the candidates. ◦ Preparing offer letter for newly recruited employees.
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EDUCATION

2022	Sri Sairam Engineering college chennai Masters Of Business Administration(Finance and HR) 86%
2020	Catholicate college Pathanamthitta B.com (Computer Application) 79%
2017	Nicholson Syrian Girls Higher Secondary School Higher secondary 82%
2015	Marthoma High School Kuriyanoor SSLC 84%

TECHNICAL SKILLS

- Customer due diligence (CDD)
- Enhance Due Diligence (EDD)
- Know your customer verification (KYC)
- Anti money laundering (AML)
- Fraud Investigation
- Fraud Prevention
- Regulatory compliance
- Analytical skills
- Critical Thinking
- Investigating Skill
- Microsoft Excel
- Team management
- Leadership
- Flexible Approach

PERSONAL ATTRIBUTES

- Excellent in Finance and Accounting.
- Goal oriented and competent.
- Strong Technical and analytical skills.
- Proficient in Computers skills like MS Office tools.
- Quick Learner and Listener.
- Deep dive analysis and finding out solution for problems.

CERTIFICATION

- Microsoft Office
- Tally ERP9

ACHIEVEMENTS & AWARDS

- Participated Fencing in state level.

REFERENCE

- **Srijeeth H Nair - Guidehouse**
Manager
shnair@guidehouse.com
+91 98477 01369
- **Shree Krishnasamy - Integra Software Services Pvt Ltd Company**
Deputy General manager
shree.krishnasamy@integra.co.in
+91 96777 83771

PERSONAL DETAILS

- Nationality : Indian
- Gender : Female
- Passport Number : S8643601
- Date of Passport Issue : 30/01/2019
- Date of passport Expiry : 29/01/2025

DECLARATION

- I, Miss Vincy Sara Geevarughese., hereby declare that all the details furnished above are true and complete to the best of my knowledge and belief and if I am given an opportunity, I would prove myself to be a competent part of our fast-paced entrepreneurial team.

Date:23/10/2023

Vincy sara Geevarughese