



# NAYANA JACOB K

## CONTACT

+971 544562638

nayanamanu13@gmail.com

## IT SKILLS

- AML Tools: Finscan, DOW Jones, DUNS & Bradstreet, Global finance and independence system, Anti-money laundering tool, Mercury, PACE, MDM
- Software Proficiency: MS Excel, MS PowerPoint

## CORE COMPETENCIES

- Compliance Management
- Financial Risk Analysis
- Stakeholder Engagement
- Team Leadership
- Process Improvement
- Financial Relationship Verification
- Customer Service Excellence
- Regulatory Guidelines
- Financial Statement Examination
- Strategic Training and Mentoring

## EDUCATION

- Master of Business Administration (MBA) - Finance (Pursuing) - Amrita Vishwa Vidyapeetham, Ernakulam
- Bachelor of Science in Maths (B.Sc) – May 2012 - St. Teresa's College, Ernakulam

## CERTIFICATIONS

- Risk & Compliance Management Certification
- Six Sigma White Belt
- Bronze Badge – Agile

## Supervising Associate

Utilizing 8 years of AML expertise in MENA, New Zealand, and Singapore to excel in a challenging risk management and banking role.

## PROFILE SUMMARY

- Excelled for 8 years in risk management and banking, with a focus on Anti-Money Laundering (AML) in MENA, New Zealand, and Singapore regions.
- Currently working for supervising and training a high-performing team, managing day-to-day operations, and ensuring the achievement of key performance indicators (KPIs) in AML for MENA, New Zealand, and Singapore regions.
- Proven expertise in stakeholder collaboration, team mentoring, and comprehensive risk reporting for senior management.
- Recognized for orchestrating the successful launch of the US Document process new tool, showcasing strategic leadership and initiative, resulting in improvement in operational efficiency and customer service.
- Proficient in utilizing AML tools such as Finscan, DOW Jones, DUNS & Bradstreet, and Anti-money laundering tool to conduct comprehensive risk assessments and verify customer information, ensuring adherence to regulatory standards and mitigating potential risks.

## WORK EXPERIENCE

### EYGBS LLP, Kochi Growth Path:

Aug'15-Jan'24

Senior Analyst,  
Aug'15-Aug'20



Senior Associate Anti Money  
Laundering  
Aug'20-Aug'22



Supervising Associate Personal  
Independence  
Aug'22-Jan'24

### Key Result Areas:

#### Supervising Senior Associate – Personal Independence

- Verified financial relationships of professionals within the organization, ensuring diligent reporting and compliance with internal standards.
- Led a team of 10 members, providing guidance, mentoring, and ensuring adherence to key performance indicators (KPIs), resulting in streamlined processes and enhanced overall team performance.
- Collaborated with stakeholders and cross-functional teams to streamline processes and enhance overall team performance.
- Orchestrated the successful launch of the US Document process new tool, showcasing strategic leadership and initiative, resulting in improved operational efficiency and customer service.
- Advised the tool development team on end-to-end testing processes, providing constructive feedback on tool enhancements.
- Contributed to financial monitoring, ensuring compliance and protocol adherence.

#### As Senior Associate- AML (MENA, SG, NZ regions)

- Conducted in-depth analysis of customer due diligence documentation to assess risk profiles and develop appropriate action plans, ensuring compliance with regulatory standards and utilizing a range of Risk Management tools.
- Supervised and trained a high-performing team, managing day-to-day operations, and ensuring the achievement of key performance indicators (KPIs) in AML for MENA, New Zealand, and Singapore regions.
- Implemented process improvements that resulted in an increase in team productivity, exhibiting a strong understanding of operational efficiency and strategic leadership.
- Delivered meticulous weekly reports on productivity and task fulfillment, ensuring transparent communication and amplifying visibility to key stakeholders.
- Validated documentation for insurance, loans, securities, and employee plans, while also conducting Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) verifications.
- Collaborated with stakeholders and partners on CDD and EDD verifications.

## AWARDS

- Client Recognition Award – 2023
- EY SPOT Award for Performance – 2023
- EY Best Performing Team Award - 2023

## PERSONAL DETAILS

- **Date of Birth:** 9<sup>th</sup> Oct'91
- **Languages Known:** English, Hindi, Malayalam
- **Address:** The four building Wing, Fourth floor, Flat no.405B, Al Nahada 1, Dubai

### Achievements:

- Successfully managed and delivered the US Document process new tool launch, showcasing strategic leadership and initiative, resulting in improvement in operational efficiency and customer service.

### As Senior Analyst – CRM Support

- Conducted daily reviews of client information within the CRM tool, ensuring accuracy and completeness.
- Assisted in the documentation of CRM procedures and work-flow, ensuring alignment with organizational standards.
- Facilitated SCRUM ceremonies on process improvement implementation, driving continuous improvement initiatives.
- Mentored new joiners, providing comprehensive training and support to foster professional growth and development.

### Axis Securities, Kochi

**Aug'13-Aug'15**

#### Operational Analyst-KYC

##### Key Result Areas:

- Verified KYC documentation for Demat and trading accounts, ensuring compliance with regulatory guidelines.
- Coordinated with sales executives to ensure productivity and compliance with service level agreements.
- Acted as the one-point contact for Demat account opening for the Kerala Zone, exhibiting exceptional customer service and efficiency.
- Prepared presentations and reports on sales and oversee the same.