
KYC ANALYST RESUME

Job Objective:

KYC Analyst position in a reputed firm.

Highlights of Qualifications:

- Ability to understand the confidential environment of the Investment Bank
- Ability to communicate effectively with other business area contacts to obtain information and resolve issues
- Ability to effectively document findings through accurate summaries
- Excellent communication and organizational skills
- Profound knowledge of data websites and applications
- Ability to build good relationship with customer
- Proficient in Microsoft Office –Excel, Visio, Power Point,

Word and Access

Professional Experience:

KYC Analyst
HSBC Finance Corporation, Buffalo, NY
August 2005 – Present

- Determined requirements and collected information to satisfy client requirements.
- Maintained a comprehensive understanding of the requirements and concepts.
- Developed timely incorporation of any changes issued in Newsletters and via Compliance Bulletins.

KYC Analyst
Atrium Staffing, Buffalo, NY
May 2000 – July 2005

- Confirmed timely resolution of work assignments by organizing and prioritizing appropriately.
 - Performed appropriate and confidential handling of sensitive information, including all application and subscription passwords.
 - Performed sanctions searches, and determined supporting evidence needed by the Negative News Team.
 - Contributed effectively to the capture of productivity and status data both Onshore and Offshore.
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Education:

Bachelor degrees in Computer Systems
Idaho State University, Pocatello, ID

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