



Jiten Poojary

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Objective

To succeed in an atmosphere of growth and excellence and make a career which gives me satisfaction and selfdevelopment and in process achieve the goals of the organization.

Experience

- **Wipro ltd** 24.11.23 - Present
KYC Analyst
Finance Crime Analyst
 - Conduct kyc analysis and risk profiles in accordance with policies and procedures.
 - Perform enhance due dilligence on high- risk customers and entity.
 - Research negative new utilizing the public domain, open search for high-risk customers and entity.
 - Checking suspicious transaction behavior of the individual customers and entity.
 - Checking customer internal and external investment
 - Collecting Source of funds documents from Sigma.
 - Searching in world check whether the customer is PEP.
 - Verify individual customer and entity transaction report and explain the inflow and outflow.
 - Uploading the customer & entity report in SAS.
- **Teleperformance Pvt Ltd** 26-12-21 - 07-09-23
KYC Analyst
Purchase Order Validation
 - In purchase order validation both hospital and ISP" Institutional service provider," provide PO copy of the product in mail and the prism team will check both the po as per the give sop by pfizer and then we will vallidate both the purchase order.
KYC Analyst
 - In KYC Verification Complete KYC on Boarding for the new and previous hospital by reviewing documents of the hospital and save the data in our database.
 - End to End KYC Analysis
 - Verify the Hospital Rc certificate, Drug licenses certificate, GST certificate, Hospital letterhead.
 - Update documents in Pfizer KYC software.
 - Verify the KYC form which is provided by the pfizer to the hospital.
 - Coordinate with hospital team for pending documents.
 - Handling KYC related quires of hospital daily basis.
 - Maintained detailed tracking of kyc file status to ensure completion within required timeframe Identify data and assisted with root cause analysis to minimize errors.
 - Gathering and analyzing of hospital documents within the KYC requirement.
- **Manoj baby & Associates** 01-02-2018 - 31-07-2019
Accountant
 - Accounting entries in tally (Sale, Purchase,Contra)
 - Bank reconciliation.
 - GST return filing & GST registration (GSTR1 Filing & GSTR 3B Filing)
 - Preparation of annual financial statements including Balance sheet, P&L.
 - Filing of income tax and tax audit return(Individual & Corporates)

Education

- **Bright hight school Jr college** 2011
S.S.C
53.40%
- **Bright hight school Jr college** 2013
H.S.C
53.67%
- **S.M SHETTY** 2016
B.Com
56%

Skills

- Tally erp9
- MS-office
- Ms-Excel
- Advance Excel
- On-Bording
- Problem solving skills
- Competitive Analysis

Achievements & Awards

- Best performer for the month of March 2023 in Teleperformance ltd.