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Ramkumar R Naidu

Kyc Operation Executive



## SUMMARY



Dedicated and meticulous KYC Operations professional with a proven track record in enhancing compliance efficiency and ensuring regulatory adherence. Equipped with extensive experience in conducting thorough customer due diligence, risk assessment, and regulatory reporting across diverse financial sectors. Proficient in leveraging advanced technologies and analytical tools to streamline processes, mitigate risks, and uphold the highest standards of integrity. Committed to delivering robust KYC solutions that safeguard organizations while fostering trust and transparency in client relationships.

## KEY SKILLS



Documentation and Reporting , Technology Proficiency, Attention to details,Communication skills , Customer Due Diligence

COMPUTER TECHNICAL PROFICIENCY



MS Word, MS Excel MS PowerPoint Crm Portal Usage, Internet

## EDUCATION



TYBMM PASS FROM MUMBAI UNIVERSITY – 54% - April 2014

# 12TH PASS FROM MUMBAI UNIVERSITY – 44% - Feb 2010

10TH PASS FROM MUMBAI UNIVERSITY - 35% - March 2007

PROFESSIONAL EXPERIENCE



Janaswamy Associate- Senior Kyc Operation (16th- May 2024- Still working)

 1.Handling demat account individual and Cor-operate account

 2.Handling team and taking responsibilities for the team work with given TAT

 3.Verification of ekyc DIS(delivery instruction slip),Modification forms

 4.Verification and examination of Dematerialization (usually known as demat-is converting

 Physical certificates of Securities to electronic form )

 5.Checking form of demat account modification and account closure

 6.Coordinating with operation team members and clients.

 7.Handling escalation calls and prioritizing tasks accordingly.

Yes Securities Private Limited - Sr. Relationship Manager (5Th September 2022 – 5th Feb -2024) Open trading and demat account

Providing information to the customer about best offer

Selling cross sell (Enabler product)

Vns Finance Private Limited - Relationship Manager (May 20th 2021 to 2nd Sept 2022)

* Open trading and Demat Account
* Providing information about the market Giving best offer to the customer
* Giving new product information / Cross Sell
* Generated new businesses via new client acquisition and referral from different sales channels Analyzed and reviewed potential business to ensure maximum profitability
* Identifed and prioritized activities to maximize revenue contribution from the allocated client portfolio Provided a high level of professionalism in conducting consultations and profiling with clients.
* Client Services Coordinator
* Provide assistance to clients in person, on email, or telephonically.
* Schedule meetings or telephone conferences between clients and management. Compile and maintain records on client accounts.
* Liaise with in-house teams to adjust service offerings and assess related costs.
* Build and maintain close relationships with clients New & Existing

# Angel broking Private Limited- Relationship Manager (March 2020 to Feb 2021)

* Open trading and Demat Account
* Providing information about the market Giving best offer to the customer
* Giving new product information
* Generated new businesses via new client acquisition and referral from different sales channels Analyzed and reviewed potential business to ensure maximum profitability
* Identified and prioritized activities to maximize revenue contribution from the allocated client portfolio Provided a high level of professionalism in conducting consultations and profiling with clients. Cross selling products like Health insurance and mutual fund

# 5paisa Capital Private Limited Sales Associate (Jan 2017 to Dec 2019)

* Opening Trading and Demat account Providing information about the market Giving best offer to the customer Handing customer demat documentation
* Giving new product information to the client
* Cross selling products like home loan, advisory tips
* Generated new businesses via new client acquisition and referral from different sales channels Analyzed and reviewed potential business to ensure maximum profitability
* Identified and prioritized activities to maximize revenue contribution from the allocated client portfolio Provided a high level of professionalism in conducting consultations and profiling with clients.

# First Source Private Limited (May 2015 to Feb 2016)

* Resolving queries to the client
* Giving best offer to the client
* Dealing with existing customer by giving better offer

ADDITIONAL INFORMATION



* Drawing Competition won 2nd rank in Intermediate Competition
* Sports like Running Race Competition Volley ball won Competition

Personal Skills



* Accepting Challenge and Adoptive New Atmosphere
* Punctual & Positive

 Personal Details



Date of Birth 16th Jan 1990 Nationality - Indian

Gender - Male

Martial Status - Unmarried

Language Know English Hindi Marathi and Tamil Hobbies – Playing Cricket & Volleyball



I hereby declare that all the information furnished is correct to the best of my Knowledge & belief

# Place DOMBIVALI

Date - **RAMKUMAR R NAIDU**