

Contact

Top Skills

Administration

Cooperation

Sales Management

Languages

Polish (Elementary)

Georgian (Native or Bilingual)

Russian (Elementary)

English (Professional Working)

Polish (Elementary)

KYC Middle Office Associate at JPMorgan Chase & Co.
Warsaw, Mazowieckie, Poland

Summary

Experienced Client Analyst with a demonstrated history of working in the financial services industry. Skilled in Operations Management, Microsoft Word, Sales, Macroeconomics, and Cooperation. Strong customer success and support professional with a Master's degree focused in Business Management (full-time) from University of Lodz.

Experience

JPMorgan Chase & Co.
KYC Middle Office Associate
November 2023 - Present (7 months)
Warsaw, Mazowieckie, Poland

Citi

1 year 11 months

Associate Client Onboarding Analyst
February 2023 - November 2023 (10 months)
Warsaw, Mazowieckie, Poland

- Responsible for high intensity/sensitive clients across EMEA, NAM, APAC and CEMEA regions
- Lead and co-ordinate the life cycle of the client onboarding for financial institutions
- Review of legal documentation related to account opening, closure and amendments on the accounts
- Deal with customer queries and requests addressed by Citi EMEA / CEMEA branches
- Manage banking product requests, ensure their timely and effective implementation

Client Onboarding Analyst
January 2022 - February 2023 (1 year 2 months)
Warsaw, Mazowieckie, Poland

- Lead and co-ordinate the life cycle of the client onboarding for financial institutions

- Review of legal documentation related to account opening, closure and amendments on the accounts
- Deal with customer queries and requests addressed by Citi EMEA branches
- Manage banking product requests, ensure their timely and effective implementation

Signify

Order To Cash Intern

April 2021 - January 2022 (10 months)

Łódź, Łódzkie, Poland

- * Handling incoming payments in SAP;
- * Analyzing overdue invoices, posting write-offs for bad debts;
- * Preparing the reports, analysis, and calculations for the process;
- * Other specific activities determined for the assigned accounting area.

Free Youth Association

Manager

December 2018 - January 2022 (3 years 2 months)

- * Mentor, coach and support the youth, encouraging greater social inclusion;
- * Work in partnership with public bodies, community groups, and other organizations in order to build a strong support network;
- * Set up and facilitate workshops, deliver results afterward;
- * Manage budgets, write reports, and make formal presentations to funding bodies;
- * Attend regular training and development opportunities to maintain an up-to-date knowledge of the field, and local policy developments.

Tegeta Rentals • თეგეტა რენტალს

Corporate Sales Manager

February 2019 - May 2020 (1 year 4 months)

Tbilisi, Georgia

- * Actively prospecting and uncovering new corporate sales opportunities through cold-calling, networking, and field-visiting within the country
- * Working with customers to identify areas of underutilized benefits and align resources around those requirements to increase customer satisfaction
- * Recognizing and analysing pre-sales technical challenges to gain a complete understanding of customer needs and customise the appropriate solution through personalized presentations and offers
- * Cooperating with private as well as public sector taking part in state procurements and generating all the necessary documentation

* Conducting market researches, analysing data, and writing reports on it using computer skills

* Doing follow-up procedures to monitor the success of earlier projects and plan future steps.

Office of Public Defender (Ombudsman) of Georgia
Internship Trainee in financial and administrative department
November 2017 - February 2018 (4 months)

Education

University of Lodz

Master's degree, Business Management (full-time) · (2020 - 2022)

Ilia State University

Bachelor's degree, Business Administration and Management,
General · (2014 - 2018)