

Główne umiejętności

Analizy due diligence

Umiejętności analityczne

Analiza rynku

KYC Operations Senior Analyst at Citi

Warszawa, Woj. Mazowieckie, Polska

Doświadczenie

Citi

KYC Operations Senior Analyst

września 2023 - Present (1 rok) Warszawa,
Woj. Mazowieckie, Polska

Deputy Team Leader:

- Population monitoring, record tracking
- Preparing population to be assigned
- Team performance and operational discipline reporting
- Conducting team meetings

KYC Documentation Group (KDG) Analyst:

- Partnering with Relationship Management and Compliance teams to assist with the preparation, development, due diligence and approval of the KYC record
- Validating the information within KYC records
- Interacting with clients to obtain KYC and other compliance information and documentation
- Acting as the main point of contact for all KYC-related queries and requirements
- Conducting detailed risk assessments for client portfolios, identifying potential compliance issues and developing strategies to mitigate risks
- Identifying opportunities for process improvement in KYC documentation and client relationship management, enhancing overall efficiency and client satisfaction

Wipro

Senior KYC Analyst

września 2022 - września 2023 (1 rok 1 miesiąc)
Warszawa, Woj. Mazowieckie, Polska

On-site work for Citibank Europe plc (Oddział w Polsce)

- Handling KYC processes, applying relevant country specific standards

- Partnering with Relationship Management and Compliance teams to assist with the preparation, development, due diligence and approval of the KYC record
- Validating the information within KYC records and Customer Identification Program (CIP) documents to ensure completion and accuracy
- Handling different types of clients (Corporations, Banks, Non-bank Financial Institutions) with different risk ratings (Low, Medium & High)
- Experience with OFAC sanctions / PEP / adverse media screening

Dynamic Business Information Limited

Junior KYC Analyst

października 2020 - sierpnia 2022 (1 rok 11 mies.)

Warszawa, Woj. Mazowieckie, Polska

- KYC check, identifying and verifying company records (board of directors, management, ownership, affiliations)
- Knowledge of Companies/Trade/Commercial Registers (EU, NAM, MENA)
- Screening (OFAC sanctions, adverse media)

Sotres Sp. z o.o.

Market researcher

września 2019 - marca 2021 (1 rok 7 mies.)

Warszawa, Woj. Mazowieckie, Polska

- Conducting market research and analysing the competitive environment
- Searching for potential distributors, agents, end-customers and suppliers

Wykształcenie

SGH Warsaw School of Economics

Master's degree, E-business · (2018 - 2020)

SGH Warsaw School of Economics

Bachelor's degree, Quantitative Methods in Economics and Information Systems · (2013 - 2016)