

# SADDAM



Abul Fazal Enclave, Okhla, Delhi-110025

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## KEY SKILLS

- Ability to work with minimal supervision.
- Team-oriented personality.
- Problem Solving.
- Leadership and Team Management.
- Good attitude.

## TECHNICAL SKILLS

Microsoft Word:

Microsoft Excel:

Microsoft PowerPoint:

Adobe Photoshop:

## EDUCATION

2011-2015 Bachelor of Engineering (CS)  
Bhopal, MP, India

2008-2010 Higher Secondary  
Ranchi, JH, India

2008 Senior Secondary  
Garhwa, JH, India

## LANGUAGES

ENGLISH:

HINDI:

URDU:

## BASIC DETAILS

DOB: 01/11/1993

Marital Status: Single

Nationality: Indian

Passport No. : N2378711

Valid Up to: 17/09/2025

## CAREER OBJECTIVE

To succeed in an environment of growth and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organization goals.

## PROFESSIONAL EXPERIENCE

**Kotak Mahindra Bank Ltd.** Nov'2017 to Present

Account Maintenance Unit: Noida, Delhi NCR, India

**Job Profile:** Account Maintenance: Deputy Manager

- Ensuring compliance with all AML laws, regulations, guidelines, written procedures, KYC.
- Handling customer/branch staff's queries over mails and phone calls.
- Working on Excel and maintaining daily basis work, productivity, Error MIS, Rejections MIS and E2E processing.
- Resolving the queries on top priority which are found by Internal Audit Team, Quality check team.
- Scrutiny of KYC docs for addition of Individual/Signatory in Savings and Current Accounts.

**YES Bank Limited** Feb '16 to Nov '17

Liability Operations Unit: Gurgaon, Delhi NCR, India

**Job Profile:** Document Verification OFFICER

- Verifying documents of Individuals/TD/Salary and Mutual Funds as per KYC Guidelines and Internal Bank process notes of Account Opening.
- Guiding branches to resolve discrepancies/query over mail & phone related to KYC.

## PROFESSIONAL ACHIEVEMENTS

- Awarded by Fraud Control Unit of YES bank for identifying fraud in KYC documents while document verification.
- Received Most Wanted award for three months (July, Sep and Dec) on being a key team player in the category of Performance Excellence for ensuring the team surpasses expectations and overachieves against set benchmarks.
- Rated Top Performer in the team for the year 2018-2021.

**Declaration:** I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

SADDAM