

Nadira Sayed

Dubai, UAE

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Professional Summary

Experienced financial services professional with a strong background in synthesis and analysis of financial data aligned with company objectives. Proven track record of driving business growth through strategic solutions. A collaborative team player with excellent problem-solving skills.

Experience

Hexaware Technologies

Mumbai, India

Analyst - AML Screening

May 2022–March 2024

- Led the KYC/Customer Due Diligence department for a State Street client, ensuring compliance with government sanctions lists such as OFAC, UN, and the European Union.
- Conducted thorough negative news screening and Politically Exposed Persons (PEPs) checks to mitigate risks.
- Utilized industry tools like Prime, Firco, World-Check, and KYCP for fraud prevention and identity theft mitigation.
- Maintained updated information on PEPs and associates for ongoing monitoring and risk assessment.
- Identified suspicious activities and high-risk customers, escalating issues for further investigation.
- Collaborated effectively with cross-functional teams to address compliance concerns.
- Stayed abreast of industry regulations and best practices to ensure compliance standards were met.
- Conducted transaction monitoring to detect and prevent money laundering activities.
- Demonstrated good knowledge of compliance policy and procedures.
- Regularly reported findings and updates to higher management.

Link Asset Service Pvt Ltd

Mumbai, India

Financial Associate - KYC Legal Document Registration

March 2020–May 2022

- Provided corporate market services to individual and business clients in the Legal Department.
- Reviewed and summarized shareholder records, reconciled documents, and communicated with clients.
- Analyzed market research to provide accurate information to clients and generated reports on market activities.
- Managed organizational intellectual functionality and time and motion processes.
- Prepared checklists and maintained detailed documents.
- Assessed controls design and operating effectiveness, reviewed evidence and documentation and adhered to compliance policies and regulations.
- Performed testing of controls as per plan and documented test outcomes including evidence and recorded exceptions.
- Conducted transaction monitoring to detect and prevent money laundering activities.
- Demonstrated good knowledge of compliance policy and procedures.
- Regularly reported findings and updates to higher management.
- Performed internal auditing to ensure adherence to compliance policies.

Syntel Pvt Ltd

Mumbai, India

Financial Analyst - AML Onboarding

Aug 2017–March 2020

- Facilitated new business applications for retirement account pension administration.
- Managed incoming and outgoing documents and verified KYC documents for AML status.
- Liaised with Financial Crime Prevention for anti-money laundering checks.
- Set up regular contributions for clients' pension plans and handled transfer instructions.
- Conducted quality checks on the AML process and maintained documents in Excel and Word formats.
- Communicated material assurance findings and breaches to stakeholders including Business Units and compliance teams.
- Documented findings and recommendations based on the design and operating effectiveness reviews.
- Conducted transaction monitoring to detect and prevent money laundering activities.
- Demonstrated good knowledge of compliance policy and procedures.
- Regularly reported findings and updates to higher management.
- Performed internal auditing to ensure adherence to compliance policies.

Education

Burhani College of Arts and Commerce, Mumbai University
Bachelor of Commerce

Mumbai, India
May 2017

Achievements

- 3-Spot Recognition
- Syntel Champ
- 3 times Performers Converge
- Fast-Track Promotion
- Titan of Syntel
- 2 letters of Recognition
- Employee of the Month October (Link Group)
- Employee of the Month November (Link Group)

Skills

- Compliance
- Creativity
- Audit
- Research and Development
- Analytics

Languages

English: Fluent

Hindi: Native

Other Details

Marital Status: Married

Nationality: Indian