



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

Campus Recruitment - 2018 Passing Out Batch **(Only For Unplaced Students)**

| | |
|-------------------------------------|--|
| Company Code | 18154 |
| Batch | 2018 Passing Out Batch |
| Joining Date | Immediate |
| Date of Campus | Will be informed later |
| Time | Will be informed later |
| Venue | Will be informed later |
| Job Title | Research Analyst |
| Eligible Degrees | BBA / BA/B.Com |
| Eligibility Criteria | No % Criteria |
| Location | Noida |
| Compensation (CTC) | 2.4 LPA |
| Roles & Responsibilities | <ul style="list-style-type: none">Enhanced Due Diligence (EDD) Reviews - Conduct EDD reviews consistent with DigiVerifi policy and review procedures.Performs account/transaction research as needed. Conduct background investigations as requiredPrepare and complete forms for regulatory requirements as needed, including accurate and sufficient narrativesReview and research unusual items and/or transactions and refer potentially unusual activity as requiredCommunicate with AML Compliance Manager any customer activities and trends that could indicate potential money laundering or terrorist financingPerforms compliance tasks and deals with compliance issues, typically surrounding documentation, reporting, etc. May assist in monitoring regulatory issues. Follows established guidelines and proceduresLeverage knowledge to train less experienced analysts and conduct cross trainings as neededStay apprised of regulatory matters and developments through regular review of appropriate compliance publications and websites and by participating in relevant compliance conferences and other training eventsApplies knowledge of company policies and standard practices to resolve |

| | | | | | | | | | | | | | | | |
|--|---|-------------------|-------------|--------------------|---------------------------------|--------------------------------|-------------------|-----------------------------------|------------------------------|-------------------|------------------|-----------------------------|-------------------|---------------------|--|
| | problems | | | | | | | | | | | | | | |
| Other Desired Skills / Competencies | <ul style="list-style-type: none"> • Good analytical & logical skills. • Knowledge of English/Grammar enabling efficient comprehension of clients' documents, codes, abstracts and other deliverables • Good written and verbal communication skills • Must be computer savvy and able to learn and adapt to different client respective processes in order to be able to function smoothly and integrate with the client's system. • Responsiveness - Sensitive to client deadlines • Team Player - Ability to co-operate and work as a team member and encourage colleagues, maintains positive attitude contributing to team morale. | | | | | | | | | | | | | | |
| Process | Will be Informed Shortly | | | | | | | | | | | | | | |
| Documents Required | <table> <tr> <td>a. Campus ID Card</td><td>: Mandatory</td></tr> <tr> <td>b. College ID Card</td><td>: Original as well as Photocopy</td></tr> <tr> <td>c. Passport Size colour Photos</td><td>: Five in Numbers</td></tr> <tr> <td>d. Photocopies of all Mark sheets</td><td>: X, XII, UG (All Semesters)</td></tr> <tr> <td>e. Updated Resume</td><td>: Two in Numbers</td></tr> <tr> <td>f. A4 sheets for rough work</td><td>: Five in Numbers</td></tr> <tr> <td>g. Stationery items</td><td>: Stapler, Glue Stick, Pen, Pencil, Eraser etc</td></tr> </table> | a. Campus ID Card | : Mandatory | b. College ID Card | : Original as well as Photocopy | c. Passport Size colour Photos | : Five in Numbers | d. Photocopies of all Mark sheets | : X, XII, UG (All Semesters) | e. Updated Resume | : Two in Numbers | f. A4 sheets for rough work | : Five in Numbers | g. Stationery items | : Stapler, Glue Stick, Pen, Pencil, Eraser etc |
| a. Campus ID Card | : Mandatory | | | | | | | | | | | | | | |
| b. College ID Card | : Original as well as Photocopy | | | | | | | | | | | | | | |
| c. Passport Size colour Photos | : Five in Numbers | | | | | | | | | | | | | | |
| d. Photocopies of all Mark sheets | : X, XII, UG (All Semesters) | | | | | | | | | | | | | | |
| e. Updated Resume | : Two in Numbers | | | | | | | | | | | | | | |
| f. A4 sheets for rough work | : Five in Numbers | | | | | | | | | | | | | | |
| g. Stationery items | : Stapler, Glue Stick, Pen, Pencil, Eraser etc | | | | | | | | | | | | | | |
| How to Apply | <p>Interested and eligible students need to apply on the link given below latest by 26th June 2018 by 1:00 pm</p> <p><u>CLICK HERE</u></p> <p>Late entries will be automatically deleted.</p> | | | | | | | | | | | | | | |

My Best Wishes are with you!

Dr. Ajay Rana
Advisor