

# MICHAEL ANDERSON

KYC Analyst

- San Francisco, CA
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Detail-oriented KYC Analyst with a focus on operational compliance and risk management, bringing over two years of experience in the financial services industry. Demonstrated ability to conduct thorough KYC assessments and ensure adherence to AML regulations. Skilled in utilizing compliance tools to monitor transactions and identify suspicious activities. Strong analytical skills facilitate the effective evaluation of client data and risk profiles.

## WORK EXPERIENCE

### KYC Analyst | Metro Bank

Jan 2022 – Present

- Conducted KYC checks for new customer accounts and ongoing monitoring.
- Reviewed client documentation to ensure compliance with regulations.
- Monitored transactions for potential red flags and reported findings.
- Collaborated with compliance teams to enhance KYC procedures.
- Assisted in preparing compliance reports for audits.
- Engaged with clients to clarify documentation requirements.

### Compliance Assistant | Local Credit Union

Jul 2019 – Dec 2021

- Supported KYC initiatives by reviewing documentation and client profiles.
- Maintained accurate records of compliance activities and client interactions.
- Assisted in monitoring transactions for suspicious activities.
- Participated in compliance training sessions.
- Updated internal databases with relevant client information.
- Contributed to team efforts in enhancing compliance practices.

## SKILLS

KYC Compliance Risk Management Data Entry Customer Interaction Regulatory Compliance

## EDUCATION

### Bachelor of Science in Business Administration

2015 – 2019

University of PQR

## ACHIEVEMENTS

- Streamlined KYC processes, resulting in a 12% improvement in efficiency.
- Recognized for attention to detail in compliance documentation.
- Contributed to a successful audit with zero compliance issues.

## LANGUAGES

English Spanish French