

Aisha Khan

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SUMMARY

Detail-oriented and analytical recent graduate with a Bachelor's degree in Finance. Strong understanding of regulatory compliance, risk assessment, and data analysis. Eager to leverage skills in an Entry Level Compliance Analyst position to support organizational compliance strategies and ensure adherence to regulatory requirements.

EXPERIENCE

Compliance Intern

Jan 2023 - Present

XYZ Financial Services, San Francisco, CA

- Assisted in the review of over 200 financial transactions, identifying compliance discrepancies, which resulted in a 15% decrease in compliance issues.
- Contributed to the development of a new compliance training program that improved staff understanding of regulatory requirements by 30%.
- Utilized Microsoft Excel and compliance software to analyze data trends and generate reports for management.

Research Assistant

Sept 2021 - Dec 2022

University of California, Berkeley, Berkeley, CA

- Conducted research on compliance regulations affecting financial institutions, resulting in a published paper that was cited in industry seminars.
- Collaborated with a team to create a compliance database that streamlined information access for over 100 researchers.
- Presented findings at the annual university research conference, enhancing the visibility of compliance issues in academia.

Customer Service Associate

May 2019 - Aug 2021

ABC Retailers, San Francisco, CA

- Handled customer inquiries and complaints with a 95% satisfaction rate, ensuring compliance with company policies.
- Implemented a new tracking system for customer feedback that improved response times by 20%.
- Trained new staff on compliance with company protocols and customer service best practices.

EDUCATION

Bachelor of Science in Finance

May 2022

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Regulatory Compliance, Risk Assessment, Data Analysis, Report Generation

Tools & Frameworks: Microsoft Excel, Tableau, Compliance Management Software