**First Name of Application CV No 1662630**

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**Work Experience:**

**Senior Static Data and Client Enablement Officer**

Australia and New Zealand Banking Group Limited

April 2015 – Present

Job Description:

* Provides support to the customer on-boarding team for on-boarding and customer maintenance related issues and processes or event-driven reviews, in compliance or KYC and performs background check, and follow up with back-end static data input in KYC related systems.
* Supports on-boarding case managers and facilitate AML risk assessment of on-boarding of customers, including performing background check, check document completeness and authentication, and taking appropriate escalation steps.
* Conducts check and due diligence (using World Check and Undesirable Lists), look for adverse findings, and obtain necessary approval or clearance, for retail and institutional clients.
* Performs KYC periodic reviews for existing clients in the bank, and responsible in monitoring and informing the MLRO and relevant parties about the status of the reviews in a timely manner of the due date.
* Assists Hong Kong Compliance team with on-boarding and maintenance inquiries.

**Client Service and Onboarding Officer**

Australia and New Zealand Banking Group Limited

July 2014-April 2015

Job Description:

* Responsible for the on-boarding of Retail SME’s and Institutional customers, and has a full responsibility for the Account Opening Function for C&IB and Retail SME customers.
* Provides support to the in-country Senior Client Service Advisor to activities relating to the day to day management of customer enquiries.
* Responsible for the on boarding of C&IB / FI / Commercial / Retail SME’s clients to ANZ Manila. On-boarding covers day one and on-going KYC activities to support sales origination activity.
* Conducts check and due diligence with institutional clients, and escalates to MLRO for any adverse findings.
* Obtains necessary approval from MLRO for any Politically Exposed Persons (PEP) to ensure compliance with the banks’ regulatory requirements.

**Static Data Officer**

Australia and New Zealand Banking Group Limited

December 2013-June 2014

Job Description:

* Provides day-to-day operational support to stakeholders, delivery request and issue investigations.
* Attends to the operational requirements relating to the establishment and maintenance of static data for new Hong Kong clients in numerous systems, and maintain and amend data for existing clients.
* Identify and isolate occurrences of inability to complete clients' trade due to failure of client or trader, dealer or relationship manager updating static data, obtain corrected static data, and update to ensure trades can be completed. Communicate situation to all relevant stakeholders and manage expectations accordingly. Monitor such cases and ensure rectified required time frame.
* Identify potential improvements in processes or services, suggestion on how these could be implemented to achieve reduced risk and increased efficiency.
* Provides an integrated service to all stakeholders, ensuring all investigations are completed and communicated within the required time frame.

**Content Operations Specialist**

Reed Elsevier Shared Services (Philippines) Inc.

July 2013-November 2013

Job Description:

* Responsible in collecting, creating, maintaining, analyzing, and enhancing a quote routine for home insurance programs that will meet standards for productivity, accuracy, timeliness, documentation, and communication.
* Provides documentation for data and processes performed, convey and communicate information by statement or suggestions.
* Responsible in keying and proofreading data including but not limited to tables of data, territories, symbols, and calculation algorithm.
* Presents a weekly report of the bugs found in a program with comments and recommended action that will make a program to run correctly.

**Educational Background:**

***B.S. Applied Mathematics Major in Actuarial Science***

University of Santos Tomas

España, Manila

2009 – 2013

Marikina Science High School

Sta. Elena, Marikina City

2005 – 2009

**Skills:**

* Excellent use of Microsoft Office Word and Excel
* Strong analytical and problem solving skills
* Effectively conducted a process improvement which helped the team to shorten the TAT of the reports
* Has an excellent attention to details
* Proficient in written and verbal communication skills