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|  **ARJUN**  **Dubai** Email :- arjun.318542@2freemail.com  |   |
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|  | OBJECTIVE / PROFESSIONAL SUMMARY  |
| An enthusiastic finance assistant with drive, determination and experience of working in a busy finance department providing support to management accounts, treasury and back office. Possessing excellent numerical and data entry skills along with a comprehensive understanding of commercial, administrative and accounting procedure. Having a proven ability to ensure that day to day work is carried out in line the agreed policies and procedures and quality standards |   |

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| **ACADEMIC QUALIFICATION**  |
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|  Bachelor Degree from Kannur University –India-(2000-2003) **Majors: Mathematics, Sub : Physics & Statistics**  Capital Market Dealers Module from **National Stock Exchange** –India-(2006-2008) BSE certification in financial market from **Bombay Stock Exchange** –India-(2006-2008) Completed **KYC & AML** course from **BIBF Bahrain-2013** **DMLRO Central Bank of Bahrain Approved**  |

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| **EMPLOYMENT EXPERIENCE** **FEB 2016-PRESENT****Alternative Compliance Officer****Shaheen Money Exchange LLC,** **Dubai** |
| **January 2008 – 15 Feb 2016 ,** **DMLRO**  **National Finance & Exchange Co.W.L.L** |
|  **Kingdom of Bahrain** |
|  **Duties and Responsibility** * Assisting Head-Compliance& Senior Managements, in Checking daily transaction activity both remittance / foreign currencies activity (Retail/Wholesale). Ensure anti-money laundering measures are examined and implemented in branches.• Develop AML policies and procedures as per the changes; arrange for independent reviews/

 audits of the AML compliance program on a periodical basis, review and update as per the requirement.• Acting as a contact point of the company for any local regulatory authority. Coordinate with the local regulatory authorities in AML and related issues after consulting with Head Compliance & Management• Manage the functions for Transaction Monitoring, Blacklist Verification and Transactional AML & CTF Risk Management; take reasonable steps to perform extensive and enhanced due diligence for high risk countries /customers/ amounts and include proactive monitoring for suspicious activities.• Take reasonable steps to establish and maintain adequate arrangements for awareness and training of employees; keep the Board, senior management, and staff up-to-date on money laundering and terrorism financing risks specific to the reporting entity and changes and developments relating to AML/CTF.• Reply to any AML related request for information made by the regulatory authorities or banks. • Record keeping and as per the company policy standards.• Monitoring the execution and implementation of the regulations issued by the local regulatory authority and our AML&CTF policy and country specific procedures throughout the organization.• Receive internal Suspicious Transaction Reports (STR) from the local branches, then investigate and then report to the competent authority, if required.• Establish KYC requirements with corporate and other business customers including international clients.• Develop control systems based on incident to prevent future occurrences of similar nature• Assist in developing policies and procedures related to AML and new regulatory changes rules with related to money changing business |
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|  **TREASURY Dept (Duties & Responsibilities)*** Prepare and communicate all previous day banking activity.
* Manage bank transactions and funding issues for clients.
* Assist and support treasury staff in physical cash counting activities.
* Check, inspect and verify daily cash transactions
* Inspect, investigate and resolve discrepancies in cash transactions.
* Document all cash transaction activities.
* Perform opening and closing of cash daily.
* Check, verify and reconcile bank deposits and bank payments
* Respond and resolve customer problems, grievances and issues
* Maintain and manage all financial records, registers, logs and spreadsheets.
* Fund Transfer whole sale and retail, SWIFT,NEFT,RTGS,EFT,WU
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|  **BACK OFFICE & ACCOUNTS Dept -(Duties & Responsibilities)*** + Preparing sales & purchase invoices and upkeep of an accurate accounts filing system
	+ Bank & Party account reconciliations
	+ Preparation of various reports for senior managers
	+ Supervising junior financial staff
	+ Inputting of supplier invoices and employee expense claims to the ledgers
	+ Preparation of salary and compensation of staff
	+ Coordinating with front office staff for compliance with **A.M.L**., procedures related to high value transactions

 **FOREX & REMITTANCE CLERK -(Duties & Responsibilities)*** Promote good customer relations.
* Provide consistent customer satisfaction services.
* Display caring attitude while handling customers' transactions.
* Maintain confidentiality of all customer information and his financial transactions.
* Ensure adherence to best practices and procedures in servicing clients.
* Practice business code of conduct and ethics while providing service to clients.
* Answer and respond to all customer inquiries regarding their transactions.
* Find solutions to customers' problems.
* Assist and support other staff and team members in ensuring quality services to customers.
* Demonstrate sound judgment in decision making and ensure qualitative services
* Fund Transfer whole sale and retail
* Foreign currency purchase and sales

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|  **January 2006 –December 2007** ,  **JRG Securities Ltd** |
|  **Stock Broking ( Capital Market)-INDIA** **Branch Manager – (Duties & Responsibilities** )* Guiding private clients with their investments portfolios
* Contacting prospective investors by telephone
* Assessing the suitability of new clients
* Providing investment advice to clients
* Keeping clients informed of the current positions of their portfolio
* Meeting clients face to face
* Following up leads

 **KEY SKILLS & COMPETENCE*** Able to remain calm under pressure
* Able to work own initiative and strict deadlines
* Aware of legislation associated with the processing of sensitive personal data
* proven ability to work under the pressure and to meet deadlines
* A positive ‘can do’ attitude
* Optimistic, Aggressive, Numerical intelligence & good team player
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 **EXTRA CURRICULAR ACTIVITES** * Participated in school and college football team
* **University Boxing championship** second prize
* Member of Scout and natural club in school and college

 **PERSONAL DETAILS** Nationality : Indian DOB : 06-05-1983 Gender : Male Languages known : English, Hindi, Malayalam |
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