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| |  |  | | --- | --- | | **ARJUN**  **Dubai**  Email :- [arjun.318542@2freemail.com](mailto:arjun.318542@2freemail.com) |  | |  |  | |
| |  | | --- | |  | |  | | http://www.mihnati.com/EN/i/cvtemplates_blackbg.gif | |  | | http://www.mihnati.com/EN/i/cvtemplates_blackbg.gif | | |  |  |  | | --- | --- | --- | |  | 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 |  | | | http://www.mihnati.com/EN/i/cvtemplates_blackbg.gif | |  | | http://www.mihnati.com/EN/i/cvtemplates_blackbg.gif | |  | | **ACADEMIC QUALIFICATION** | | |  | | --- | | 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** | | |  | | |  | | --- | | **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 | |  | | | **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 | | **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  |  | | --- | | **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 |   **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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