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| **personal** **PROFILE****career objective****Education****Background****PROFESSIONAL TRAINING****WORKSHOP TRAINING****RESEARCH PROJECT****INFORMATION TECHNOLOGY SKILLS****WORK EXPERIENCE****PERSONAL ASSESMENT****CLUB MEMBERSHIP****INTEREST AND HOBBIES** | **CURRICULUM VITAE****NAME**: VICTOR **GENDER**: Male.**DATE** **OF** **BIRTH**: 17th December 1989**MARITAL STATUS**: single**NATIONALITY**: Kenyan.**EMAIL**: victor.349059@2freemail.com **LANGUAGES**: Fluent in English, Kiswahili and Mother tongue.**PERSONAL ATTRIBUTES**: A fast learner, self-driven, hardworking and flexible, likes serving in an environment that enhances career growth through challenges and opportunities.**CO-CURRICULAR ACTIVITIES**: - Playing football, athletics and volleyball.**PROFFESION:** Accounting/Auditing1. To contribute towards the development of an organization through enhancing team work and active participation.2. To enhance stability, conducive, accommodative and peacemaking environment in the organization.3. To maximally incorporate and utilize the attained skills, experience and knowledge into the organization’s activities so as to help achieve its predetermined objectives.4. To grow and develop into a more effective, efficient and productive personnel by strictly following the policies of the organization.**Masters of Business Administration(Finance) [2015-2017]** University of Nairobi**Bachelor of** **Business Administration with IT [Accounting option] [2009-2013]** Maseno University Grade: Second class honours upper division **Kenya Certificate of Secondary Education (K.C.S.E) [2005-2008]** Kisii high school**Kenya Certificate of primary Education (K.C.P.E) [1997-2004]** Sega township primary School **I am CPA(K)**  **[2011-2013]** *SKILLS ACQUIRED:***In part 1,** I learnt the principles relating to financial accounting, auditing and assurance, cost accounting, economics and law as well as entrepreneurship and communication**In part 2**, I got in-depth understanding of financial reporting, financial management, principles of taxation, company law, MIS and Quantitative techniques.**In part 3**, I got an in-depth understanding of advanced financial reporting, advanced financial management, advanced taxation, advanced auditing and assurance , management accounting and principles and practises of management.AML Risk Analysis of Politically exposed persons and Sanctioned PartiesStandard chartered Bank-United Arabs Emirates(Dubai) **[Dec 2015]** Audit procedures in the public sector **[Sept 2012]** Kenya National Audit Office(KENAO)Truth, Justice and reconciliation workshop Maseno University by IMCS **[March 2010]** Kenya Peace Building and Conflict Management. Facilitated by the Forum Initiative, the Government of Kenya, Center for Youth and Development - Africa and Maseno University Peer Educators Club (MUPEC) **[Feb 2011]** Research projects undertaken:* Role of internal Auditing on the improvement of Governance in Public sector organizations, case study of Kisumu district, Kenya.

Computer packages : Introduction to Microcomputers, Ms.Windows & Dos, Ms.Word, Ms.Excel, Ms.Access, Ms.Powerpoint, Internet &Communication, MYSQL, internet Computing, e-commerce, multimedia and Graphics, web design and publishing, information Systems design and analysis, management Information system, HTML and information system security.Accounting packages: QuickBooks, Sage, PastelResearch packages : Statistical Analysis with SPSS**Country AML/CTF Risk Analyst [May 2015-Date** **]**  Standard chartered Bank of KenyaRoles* To ensure central compliance oversight and surveillance on AML/KYC issues in Standard chartered bank Kenya and support Group Liaison
* Transaction monitoring
* Pre-On boarding client due diligence -Support individual client on boarding, Review of SOW for high risk clients, Review of PEP assessment for PEP clients, Review of adverse media assessment form and review of clients transactions activity
* Client name screening and periodic review
* Act as the AML liaison contact in Head Office, maintaining continuous dialogue and information to business units on AML/KYC policies and practices.
* Maintain monitoring of sales and new business activities to identify advice on, and resolve any high risk activity.
* Act as the AML System Business System Administrator, ensuring effective alert management, review and reporting.
* Track and alert on the status and performance of AML/KYC compliance responsibilities across Bank Units.
* Support the direction, development, maintenance and distribution of AML/KYC awareness and system training & other compliance policy training across the network units.
* Carryout initial review of AML alerts and maintain follow-up for conclusion on AML case management, including providing AML system support to users.
* Maintain AML/KYC compliance risk data collection, analysis and preparing reports with recommendations to mitigate exposures.
* Maintain continuous engagement with business units and to review and advise on New Products, and Projects, for conformance with AML/KYC and sanctions programs.
* Through liaison with business unit maintaining and advising status on Reputational risk issues to relevant committee.
* Monitor and report on the daily management of compliance issues at respective units including significant internal policies as may be advised.
* Prepare internal & external compliance reports for the central compliance office with regard to external and regulatory compliance issues on AML/KYC.Provide compliance risk liaison at peer levels across specialist and risk functions. (Legal, Audit, Risk, HR, Finance, including Forensic investigations and Insurance

**Team Leader, SME ECDD/AML/CTF project Kenya [May 2014-May 2015** **]**  Standard chartered Bank of KenyaRoles* SME-ECDD project supervisor
* Team management to ensure departmental goal is achieved
* Departmental cost control and management i.e. Management of overtime and usage of Cab etc
* Providing advisory services to all branches as well other countries on matters AML and KYC
* Ensure implementation and monitor compliance in relation to Money Laundering Prevention as specified by Group Policy & Standards and local regulationsEnsure all NTB accounts information, static data amendments are correctly captured in eCDD application with NIL errors.
* Report any breaches or suspicious persons / relationships via the line manager to BORM (Business Operational risk Manager) & the local Legal & Compliance Manager
* Raise issues via STRs (Suspicious Transaction Reports), Speak up policies and other tools as implemented by the bank from time to time
* Ensure that all cases created are 100% accurate in terms of data content and that all CDD (Customer Due Diligence) documents are captured to fulfill Business AML (Anti-Money Laundering) / CDD Procedures and local requirements for proper AML/CDD control.

**SME-ECDD/AML/CTF PROJECT OFFICER-AFRICA [Nov 2013-Apr 2014 ]** Supported Kenya, Zambia, Uganda, Botswana and Tanzania on below Roles.* Ensure implementation and monitor compliance in relation to Money Laundering Prevention as specified by Group Policy & Standards and local regulations
* Ensure all NTB accounts information, static data amendments are correctly captured in eCDD application with NIL errors.
* Report any breaches or suspicious persons / relationships via the line manager to BORM (Business Operational risk Manager) & the local Legal & Compliance Manager
* Raise issues via STRs (Suspicious Transaction Reports), Speak up policies and other tools as implemented by the bank from time to time
* Ensure that all cases created are 100% accurate in terms of data content and that all CDD (Customer Due Diligence) documents are captured to fulfill Business AML (Anti-Money Laundering) / CDD Procedures and local requirements for proper AML/CDD control.
* Provide ad hoc administrative support to the supervisor in tasks such as photocopying, scanning, and data entry as assigned
* Review data consistency across various documents and system data according to pre-set guidelinesRetrieve data from multiple systems or hard copy sources and capture them into the destination system

**Operations intern** **[Sept 2013-Nov 2013]** Chase bank LimitedRoles* Cheque clearing
* ATM cards processing
* EFT clearing

**Accounts Clerk**World Bank/ G.O.K-Western Kenya Community Driven Development **[May-Sept 2013]** and flood Mitigation Roles* Training communities on formulation of Developmental project proposal
* Carrying out feasibility test/investment analysis for groups’ proposed projects
* Preparing and updating cashbook
* Preparation of Bank reconciliation statement
* Vouching and verification of assets
* Processing of payments to vendors
* Processing per diems and variable allowances
* Training communities of proper Management of Grants disbursed.

**Polling/ counting clerk [March 2013]** I.E.B.C**Mathematics and business studies teacher [2008-2009]** Bumala A.C secondary school1. Team player2. Hardworking and Self-motivated.4. Honest and Responsible.5. Able to work without any supervision.6. Good communication skills and interested in social media.7. Knowledgeable in report creation and analysis procedure.A member of Accounting Students’ Association (ASA) – MasenoA member of Maseno University Association of Business Students (MUABS)A member of Ugenya constituency Maseno University Students’ AssociationA member of Catholic Students Association of Maseno1. Reading Journals.2. Research work.3. Data Collection.4. Legal Issues.5. Making Notes.6. Travelling. |