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| ARIF  |
| Email: arif.380340@2freemail.com  |

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| **Career Objective** |
| To work in challenging and creative environment to effectively contribute towards achieving goals of the organization and establish myself as an efficient and successful professional in the present global economy with continuous improvement. |

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| **Work Experience** |
| **Organization: J.P.MORGAN CHASE** KYC SpecialistFrom 28th Dec 2016 to Till Date.**Roles and Responsibilities:*** KYC /AML procedures and policies that need to be complied with KYC systems and databases that
* Hold KYC information and records.
* Performing Reputational Risk searches - negative media searches and Sanction screening process on KYC counterparties.
* Review, evaluate and escalate Sanction, Watch list and PEP screening.
* End to end process of checking KYC (CIP and CDD) details of business banking entity.
* Performing due diligence review and escalate concerns to AML compliance team.
* Documentation & Verification of Customer and Business Banking account information to validate customers to get the Tax Benefit.
* Validating various regulatory documents submitted by the Customers.
* Work on Business Banking Rework accounts.

**Organization: Hewlett Packard Pvt. Ltd** Financial Associate IIFrom 8th July 2015 to .11th Jan 2017**Roles and Responsibilities:*** Processing invoice in SAP system, (Invoice received from various companies/vendors on daily basis is entered in “SAP” for payments and the same will be paid to vendor by Cash/ Cheque after validation).
* Mastered Direct posting of PO, Non PO Invoices and Credit Notes through Business Workflow.
* Working for P&G Asia, IMEA, CEE & WE region which was the new project came to BGL Team.
* Pulling SLA Reports to Ensuring that SLA parameters and TAT are met consistently.
* Processing both MM and FI invoices modules.
* Meeting the defined TAT for all invoices processed.
* Actively participating in Production Planning Meetings and giving adequate ideas to meet the SLA and accuracy.
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| **Previous Organization: INFOSYS BPO LTD**Junior AnalystFrom Jan, 2013 – 2014, Feb**Roles and Responsibilities:** * Team Acting Supervision in Cash and Collateral Management System (ETD)
* Generate reports for customer
* Follow up with team members for completing work within SLA timeframe
* Daily/Weekly SLA calls with Clients
* Trade settlements with Exchanges/Clearing Houses
* Funding External Clients
* Funding UBS Hubs (Internal)

**Additional Responsibilities:*** Preparation of the Weekly Metrics and sharing the same with leads and manager.
* Conducting the trainings to new joiners on IB (Investment Bank).
* Assisting team members queries of process related.
* Maintaining Productivity and Inventory Tracker.
* Investigating on NASTRO breaks in global call with clients & LCH (London clearing house)
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| **Educational Qualification** |
| 2015 Imarticus Learning * Certified Investment Banking Operations Professional
	+ - Securities and Derivatives
		- End to end Trade life cycle of Listed and OTC products
		- Functioning of Clearing and Settlement systems
		- Risk Management

2009-2012 Al-Ameen college, Bangalore University * Bachelors of Commerce

2007-2009 Private, Karnataka State Board University * 2 PUC

2007 Priyadarshini School, Karnataka State Board University * S.S.L.C
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| **Personal Details** |
| **Gender : Male****Marital status : Married****Date of Birth : 26-Jan-1991****Languages Known :** English, Hindi, Kannada and Urdu. |

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| **­­­­ Declaration** |
|  I hereby declare that the above-mentioned information is Accurate and Updated to my Knowledge |