

AML / KYC / CTF Analyst/Data Entry Operator

Experienced and driven Compliance Specialist & Supervisor with a proven track record of helping to lead companies by ensuring they are functioning in complete compliance with all national and international rules and regulations. I possess excellent communication skills, allowing for the cultivation of positive and mutually beneficial business relationships, while keeping strong ethics at the forefront of my goals. Data entry professional with extensive experience while working on different posts in different companies.

Areas of Expertise

- ♦ Document / Data Review
- ♦ Risk Assessment / Management
- ♦ Customer Profiling
- ♦ Behaviour Patterns Observation
- ♦ Transaction Monitoring
- ♦ Sanction & Pep Screening
- ♦ Fraud Identification / Management
- ♦ Internal / External Investigation
- ♦ Data Entry Operator

Career Experience

THE LEGAL WAYS

2016 – 2018

Data Entry Operator – Gujranwala, PK

- Insert customer and account data
- Transcribes source data into the required electronic format.
- Prepares, compiles, and sorts documents for data entry.
- Respond to queries for information and access relevant files.
- Verifies integrity of data by comparing it to source documents.
- Completes additional assigned tasks as required.

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2018 – 2019

Amazon Operation Executive – Gujranwala, PK

- Acting as second-in-command to the manager, and taking care of all duties in their absence.
- Assisting the Manager with operational issues.
- Scheduling meetings and team building sessions as required.
- Providing excellent customer service and maintaining relationships with vendors.
- Preparing and filing forms and other documents.
- Taking inventory and ordering office supplies as needed.

Remit Choice Limited

May-2021 – Continue

Compliance Specialist & Supervisor – Gujranwala, PK

- Perform KYC Screening on Boarding
- To Ensure Verifications of IDs, Sanction & PEP Verification.
- Identification and Reporting of Suspicious activities.
- Preparing daily, weekly, and monthly reports for senior managers.
- Coordinating all compliance related activities.
- Giving support to customers via email and online chat.
- Transaction Monitoring
- Transaction Screening
- Data Integrity
- KYC/EDD
- Data Analysis
- Record Keeping

Education

- **Bachelor Science of Information Technology** from Punjab University
- **Intermediate (FSC Pre Engineering)** from Gujranwala Board
- **Matriculation (Science Subjects)** from Gujranwala Board

Course

Anti-Money Laundering (AML) Course from **London Institute of Business and Management**

SKILLS

- Ability to mentor and train less knowledgeable peers and individuals.
- Ability to produce quality work products with attention to detail.
- Good team player with excellent communication skills.
- Ability to complete duties on time whilst maintaining a high-quality service