



Muhammad Mubeen

AML / KYC / CDD / CTF Analyst

CONTACT



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SKILLS

Decision making



Quick Learner



Team Work



Quality Work



REFERENCES

Available on request.



PROFILE

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.



CAREER

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.

KQ CONSULTANTS (PVT) Ltd.

2018-2019

Amazon Operation Executive – Gujranwala, PK

- Assisting the Manager with operational issues.
- Providing excellent customer service and maintaining relationships with vendors.
- 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



EDUCATION

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