

NILUSHI THILAKARATHNA

COMPLIANCE EXECUTIVE

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Address : Deira, Dubai, UAE

Visa Status : Visit Visa (Expired on 08.05.2024)



PROFESSIONAL SUMMARY

Dedicated and detail-oriented professional with over 08 years of experience in the banking and finance industry. Proven track record as a Junior Executive and Compliance Executive, specializing in AML procedures, KYC/CDD, Transaction monitoring, banking operations, and customer support. Currently seeking new opportunities.

PROFESSIONAL EXPERIENCE

COMMERCIAL BANK OF CEYLON – SRI LANKA

JUNIOR EXECUTIVE

April 2018 April 2022

Reconciliation Department

- Processing Credit card statements.
- Preparing payment of Mastercard and Visa card payments.
- Handling the reconciliation and settlement of the Bangladesh , Maldives and internal accounts.
- Preparing vendor payments.
- Input transaction data to system.
- Preparing payment of vendors.
- Preparing merchant's transaction reports.
- Handling petty cash for day to day operations.
- Handling customers inquiries.

Compliance Department

- Financial Transaction Monitoring .
- Payment screening.
- Conduct reviews on KYC/CDD and EDD forms.
- Perform investigation on suspicious transactions.
- Fraud alerts monitoring.
- Prepared compliance reports to the Central Bank of Sri Lanka.
- Maintaining compliance policies and procedures.
- Reporting to FIU and central bank through Go-AML and Finnet system.
- Collaborating with internal departments and external parties.

UNION BANK FINANCE PLC -SRI LANKA

Compliance Executive

October 2022 March 2024

- Conduct investigations on suspicious transactions and submit the suspicious transaction report.
- Payment screening.
- Sanction screening at onboarding level.
- Conduct reviews on KYC/CDD and EDD forms.
- Assist to develop AML procedures.

- Assist to regulators and group audits teams.
- Update regulations are shared with the institutions.
- Collaborating with internal teams and external stakeholders.
- Preparing compliance reports to board, management and regulators.
- Conduct compliance audits to branches and departments.
- Handle Correspondent bank and regulator queries.

DURDANS HOSPITAL - SRI LANKA

Public Relation Officer

February 2017 March 2018

- Responsible for issue of receipts & detailed summary of bills.
- Assist the customers and handle complaints.
- Supervising Help Desk
- Handling admission and discharge of patients in hospital.
- Customer's medical documents record keeping and distribution.

SYNTAX TECHNOLOGIES PVT LTD – SRI LANKA (OUTSOURCED COMPANY OF BANK OF CEYLON)

As a Computer Operator – 04.2014 – 01.2017

- Input and update the KYC/CDD information to the banking system.
- Assisted with administrative tasks as required.
- Assist to branch operations.
- Generated and distributed reports as needed.
- Maintained the customer's documents.

EDUCATION

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|---|-------------|
| • BUSINESS LEVEL OF CHARTERED ACCOUNTANCY
INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA | 2021 - 2023 |
| • HIGHER DIPLOMA IN COMMERCE
DON PEDRICK COLLEGE – SRI LANKA | 2009-2011 |
| • DIPLOMA IN COMPLIANCE & AML (WAITING FOR RESULT)
INSTITUTE OF BANKERS OF SRI LANKA | 2023 - 2024 |
| • COMPUTER CO CERTIFICATION
VOCATIONAL TRAINING AUTHORITY OF SRI LANKA | 2014 -2015 |

SKILLS

- Communication skills.
- Investigative skills.
- Ability to analyze.
- MS Office Suite (Excel , Word, PowerPoint)
- Ability to collaborate with team
- Co Banking system/ Euronet Worldwide / AS400 / GO-AML (FIU Sri Lanka)/Transaction monitoring system / Sanction screening system

PERSONAL DETAILS

- DOB : 13.09.1992
- Marital Status : Single
- Passport No:N6291130
- Nationality : Sri Lankan

REFERENCES - REFERENCES AVAILABLE UPON REQUEST