



# SIYAD YOUSAF

## CONTACT INFORMATION

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## CAREER OBJECTIVE

To be part of an organization, where I can harness all the skills and talents that I have acquired and developed over the years and put it into practice, for the development of the organization and my professional career.

## SKILLS

- Risk assessment
- KYC Verification
- CDD
- Regulatory Compliance
- Compliance management
- Transaction monitoring
- Teamwork
- Critical thinking
- Problem solving
- Cash handling
- Strong Reasoning Skill
- Business/IT knowledge

## TECHNICAL SKILLS

- Strong computer skills with proficiency in Micro Soft Office Suite

## PROFILE

**A young, energetic & top performing professional with 9+ years of experience in financial sector-UAE**

Confident and certified compliance (CAMS) graduate with an excellent record of providing customer service, AML compliance and Client Relationship Management. Having a track record of coming up with practical improvement initiatives, this enhanced an organization's overall effectiveness.

Seasoned Compliance and branch operational specialist with 9 years of experience in working collaboratively with top leaders and staff to optimize adherence to policies, procedures, standards and regulations. With a proven track record in Customer On-boarding, Due-Diligence, branch Administration operations, cash handling and branch compliance monitoring with strong commitment to excellence in delivering and increasing company profitability.

## CERTIFICATION

**CERTIFIED ANTI-MONEY LAUNDERING SPECIALIST – ACAMS**  
Reference No ER-005125729

## ACADEMIC HISTORY

**POST GRADUATE DIPLOMA – Islamic economics and finance**  
University: Al Jamia Al Islamia University (June 2012)

**BACHELOR OF COMMERCE (B.COM) -**  
University: Calicut University (March 2011)

## PROFILE SUMMARY

- **BRANCH COMPLIANCE OFFICER AND SUPERVISOR**  
(Oct 2021–TILL DATE)  
Company: LULU International Exchange, UAE
- **ASSOCIATE – BRANCH COMPLIANCE OFFICER**  
(Dec 2014 – Apr 2021)  
Company: UAE Exchange Centre LLC, UAE
- **CUSTOMER SERVICE REPRESENTATIVE/HEAD TELLER**  
(Mar 2013- Nov 2014),  
Company: UAE Exchange Centre LLC, UAE
- **BRANCH OPERATIONS AND CORE BUSINESS ACTIVITY**  
(May 2012), INTERNSHIP  
Company: Nattika firka co-operative rural bank, INDIA

## SKILL SUMMARY

- A proven leader who can motivate and coach.
- Ability to maintain work schedules and uphold work standards.
- Maintaining administrative records and preparing reports
- Delivering excellence in customer handling.
- Expertise in cash, currencies and possess accounting skills.

## PERSONAL STRENGTH

- Hard working, highly self-motivated with strong desire to excel.
- Ability to work under pressure and frequent interruptions.
- Leadership quality and Team working capability.
- Quick learner.
- Well-developed interpersonal and communication skills with people of all levels
- Excellent Organizational Skills.

## LANGUAGES

- English
- Hindi
- Malayalam
- Arabic

## PERSONAL DETAILS

- D.O.B: 12-04-1990
- Nationality: Indian
- Marital Status: Married
- UAE Driving License

## PROFESSIONAL EXPERIENCE

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- Execution and implementation of the regulations issued by the Central Bank of the UAE and Company Anti-Money Laundering policy & procedures in the branch.
- Monitoring day-to-day transactions of the branch and report any unusual/structured/ blacklisted/suspicious transactions to the AML Compliance Department (UAE).
- Weekly compliance report maintenance and reporting to country AML compliance department.
- Act as first line approve authority for all corporate and high value transactions.
- Maintain strong internal controls and assist audit functions.
- Physical checking of KYC documents and high-volume transactions for suspicious compliance related issues and reporting.
- Safe keeping of the relevant AML Compliance, KYC and transaction documents in the branch.
- Ensure all UAE Central Bank regulations and AML policies & procedures are strictly implemented in the daily operations of the branch and ensure confidentiality on all transactions.
- Investigate and report suspicious & unusual red flag transactions to money laundering reporting officer.
- Responsible of educating staff on how to onboard customers and conduct CID, CDD & EDD process for all individual and legal entities as per CB UAE standards.
- Keep on updated with all these aspects like trade-based money-laundering, terrorist financing, sanction countries and politically exposed persons.
- Conducting Corporate visits for on boarding new corporate customer with proper KYC guidelines, CDD and EDD.
- Build sustainable relationships and trust with customers through open and interactive communication.
- Handle customer complaints and provide appropriate solutions and alternatives within time limits.
- Customer Service
- Handling SWIFT transactions, corporate business transactions.
- Managing Admin works.

## REFERENCE

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Will be providing on request.

## DECLARATION

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I hereby acknowledge that above given information are true to the best of my knowledge and belief.

Siyad Yousaf  
Dubai, UAE