

CURRICULUM VITAE



ARJUN K

Email: arjunknair08@hotmail.com

Mobile: +971525924152

Passport No: M6710267

(validity: 04/03/2015 to 03/03/2025)

CAREER OBJECTIVE

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company. Currently working as a BDDO / Service officer in a leading finance house as well as Pursuing Associate of Certified Anti Money Laundering Specialist, ACAMS

PROFESSIONAL EXPERIENCE

Company Name: Al Fardan Exchange

(from November 2019 to present)

Designation: **Branch Due diligence officer (BDDO)/Service officer**

- Provide assistance in execution and implementation of the regulations issued by the Central Bank Of UAE and company's internal policies and procedures .
- Provide assistance in administration of compliance monitoring and on boarding functions KYC , CDD , EDD in the branch.
- On boarding individual and corporate clients
- Attending customers for making DD, Telex Transfers and Electronic Transfers .
- Taking instruction/approval from compliance department /compliance officer and reporting him all the matters regarding AML compliance.
- Responsible for the safe keeping of the AML related documents of the branch .
- Responsible for archiving all related files and when required, retrieving the files from the achievers for proceeding five years .
- Reporting STR and SAR to the compliance department .
- Replying to all the email enquiry from the compliance department.
- Complying to AML policies and procedures of the organization .

- Work closely with clients to help them achieve the right sales / strategic partnership transactions.
- Analyze financial data; extract and define relevant information; interpret data for the purpose of determining past financial performance and / or to project a financial probability
- Ability to analyze real business situations; review the problems associated with it and develop and implement appropriate solutions for the same.
- Analyze escalated problems, recommend, coordinate and/or implement solutions.
- Review and edit requirements, specifications, business processes and recommendations related to proposed solution. Adhere to all company principles, processes, policies, standards and procedures.
- Handles WPS(Wage Protection System) payment and releasing of salary and Labor guarantee.

Company name : Redha Al Ansari Exchange

(from June 2015 to November 2019)

Designation : **Branch compliance officer (BCO)/Cashier**

- Provide assistance in administration of compliance monitoring and on boarding functions KYC , CDD , EDD in the branch.
- Reporting STR and SAR to the compliance department .
- Replying to all the email enquiry from the compliance department.
- Complying to AML policies and procedures of the organization .
- On boarding individual and corporate clients
- Attending customers for making DD, Telex Transfers and Electronic Transfers.
- Work closely with clients to help them achieve the right sales / strategic partnership transactions.
- Analyze financial data; extract and define relevant information; interpret data for the purpose of determining past financial performance and / or to project a financial probability
- Ability to analyze real business situations; review the problems associated with it and develop and implement appropriate solutions for the same.

STRENGTHS

- Hard working and result oriented.
- Independent and Multitasking and a Good Leader.
- Ability to work under pressure.
- Ability to learn new Business strategies.
- Good communication, Writing Skills & Excellent customer services

EDUCATIONAL QUALIFICATION

Bachelor Of Science in MATHEMATICS from NSS HINDU College affiliated to MAHATMA GANDHI University, Priyadarsini Hills,Kottayam, Kerala(64%).

Course	University / Board	Year passing	% of Marks
Degree (B.Sc Mathematics)	MG University	2014	64
Plus two	Kerala Higher Secondary Board	2011	73
Tenth (SSLC)	Kerala Board Exam	2009	85

TECHINICAL SKILLS

- Very Proficient in Ms Office packages including EXCEL, Power Point and MS Word.

PERSONAL PROFILE

Name : ARJUN K
Father's Name : Omanakuttan K.S.
Mother's Name : Beena Omanakuttan
Nationality : Indian
Gender : Male
Date of Birth : 17 /08/1992
Permanent Address:
Keepilan House, Prayar,
Pandanad North P.O.,
Kallissery, Alappuzha – 689124
Kerala, India.
Languages Known : English, Hindi, Tamil & Malayalam
Visa status : Employment Visa

DECLARATION

I hereby declare that above information is correct and accurate and I bear the responsibility for the correctness of the above mentioned particulars.

DUBAI
09/03/2023

Arjun K