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Dubai, Uae



Sri Lankan

EDUCATION

Diploma of Higher Education:
Applied Banking & Finance
Institute of Bankers of Sri Lanka, Sri Lanka, March 2019

Diploma of Higher Education:
Computerized Accounting
British Informatics of Computer Technology, Sri Lanka, September 2015

Certificate of Higher Education:
Accountancy
Collage of Technology, Sri Lanka, Sri Lanka, December 2012

Diploma of Higher Education:
English Language
University of Peradeniya, Sri Lanka, July 2011

Certificate of Higher Education:
Basic Computer Applications
Zonal Information and Educational Technology Centr, Sri Lanka, April 2008

AHAMED NASRAF

PROFESSIONAL SUMMARY

Experienced in reviewing financial documents and digital records. Effective at directing, monitoring and inspiring team members to complete accurate and timely investigations and reports. Talented in training employees, solving complex problems and making sound decisions. Resourceful Accounts Payable Clerk known for excellent account management and time management skills.

PROFESSIONAL EXPERIENCE

November 2022 - Current

Lotus Star Gift - Cashier Cum Data Entry Operator, Al Ayn , Uae

- Supports the day-to-day transactions
- Process GRN (purchase invoice/return) and follow up with Supplier and warehouse personnel
- Keeping track of and managing orders in stores, warehouses and other facilities
- Generated weekly and monthly reports for managers.
- Verified accuracy of information and sorted information of documents for computer entry.

June 2016 - July 2022

National Savings Bank - Financial Crime Assistant, Colombo, Sri Lanka

- Detect transactions in Financial Crimes
- Good understanding of the KYC/AML lifecycle process
- Experience in money laundering, EDD, regulatory infraction
- Analyze market trends and monitor customer accounts
- Conducted screening of clients to identify sanction, PEP and adverse media risks.
- Reviewed new customer accounts and verified customer identities.
- Established and implemented preventive measures for stopping fraud.
- Liaised with fraud victims, police and court officials in progressing fraud cases.
- Organised and carried out month-end, quarterly and year-end processes.

June 2013 - June 2016

El 89 Studios Pvt Limited - Accounts Executive, Colombo, Sri Lanka

- Manage all accounting transactions
- Supported daily functions of accounts departments by assisting with purchase ledgers and daily cash postings.
- Analysed financial information to detect and resolve discrepancies quickly.
- Organised digital and physical files using methodical approach.
- Employed Microsoft Excel skills to organise and manipulate large data sets.

LANGUAGES

English	C2
Proficient	
Hindi	B1
Intermediate	
Tamil	C2
Proficient	

- Prepared and submitted VAT returns ahead of deadlines.

SKILLS

- Compliance, banking laws and regulation
- Fixed asset reporting
- Investigations
- Data entry
- High risk account reviews
- Event coordination

CERTIFICATIONS

- Anti Money Laundering and Know Your Customer Training - 14th September 2017
- AML/CFT Compliance Programme , Centere for Banking Studies, Central Bank of Sri Lanka -19th July 2019

ADDITIONAL INFORMATION

- Visa Status : Employment
- Availability : 1 Month Notice
- Reference : Available on Request