



JOMON VARKEY

**CAMS - CERTIFIED ANTI-MONEY
LAUNDERING SEPCIALIST**

Sharjah, United Arab Emirates

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Career Objective:

AML Specialist, KYC Analyst, and Customer Onboarding Analyst: create sound internal controls and monitor adherence to them. A qualified branch manager with over 15+ years of comprehensive experience in the financial services industry and an exceptional track record of heading the SWIFT, AML, and CTF, skilled in business relationship management, customer service, KYC, remittances, online money, remittances, and forex, I am seeking a challenging and professionally rewarding position to contribute my accrued expertise towards the enhancement of the organization.

Skills:

- Team building and Leadership
- Well-developed interpersonal and communication skills with people at all levels
- Strengthen the Company's core value - Honest, being innovative and team work
- An urge to always better from previous best
- Hard working, highly self-motivated with strong desire to excel
- Well organized person who undertakes each task with precision and care
- Resourceful, adaptable and open minded
- Ability to work under pressure
- Proficient in MS Office applications (word, excel, power point etc.)
- Best Manager Award –Sharjah Zone Year 2016

Professional Experience:

GCC Exchange since Oct 2021 till date:

I am currently working as the branch manager for the financial banking institution GCC Exchange. My main responsibilities in this role include managing the branch and ensuring the best customer service. Directing and ensuring all operational aspects, including day-to-day operations, customer relationship management (CRM), compliance, human resources, administration, and sales; successful internal control practices implemented; maintaining financial objectives; and business plans and budget management.

UAE Exchange Centre since June 2008 -2021

January 2015 to 2021- Branch Manager

Direct all operational aspects including day to day operations, customer service, human resources, administration and sales, develop forecasts, financial objectives and business plans, directing all operational aspects of the branch, developing and maintaining business plans and forecasts, Budget management. Assisting sales representatives as required, Executing directives from the head office.

July 2013 – 2015: Assistant Manager

Aug 2008 – 2013: Branch Supervisor + Compliance Officer

Key Roles performed:

- Worked as a **Foreign Currency Cashier in US Embassy in ABUDHABI** as part of providing services to the employees in the embassy.
- Encashing of US Embassy cheques by directly dealing with the customers and then forwarding the particular cheques to SCB bank in USA to clear the cheques.
- Promoted as a **Branch Compliance Officer (AML)** - Ensuring the implementation of Anti-money laundering policy & procedures of the company in the branch operations and reporting anomalies to the Chief Compliance Officer of the company.

Responsibilities & Duties

- Assume the responsibility for all operational aspects at the counter.
- Assist all the staff in the day to day operations of the branch.
- Ensure that all new staffs are given proper training on the operations before allowing them to work on their own
- To carry out the affairs of the branch in the absence of the branch head within the powers duly delegated by the branch head.
- To be physically present at the cash counter during the physical verification of cash.
- Responsible for the movement of cash between the strong room/safe and the cash cabins. Ensure that all necessary precautions are taken care of for the safe movement of cash.
- During cashier's closing: -
 - check the accuracy of the cash tally sheet prepared by the cashier
 - Check the balance of the cash as per the system.
- To identify and authenticate the security agency staff coming to the branch for collecting the cash for funding to banks
- Advice and guide all the staff in preparing the applications.
- Assist the staff as to how to do the transactions and attend the counters where the situation needs it.

- Execution and implementation of the regulations issued by the Central Bank of the UAE and our in-house anti-money laundering policy & procedures.
- Monitoring day-to-day transactions of the branch for any unusual/ structured/ suspicious/ blacklisted ones and report to the Chief Compliance Officer at the Head Office.
- Educating the staff in the Branch on AMLCTF & KYC policy and procedures.

2007 Nov - 2008 Jun

Leasing Executive: Trans world Properties International, ABUDHABI, UAE

Responsibilities & Duties

- Leasing the flats, buildings, villas
- Preparing the sales report.
- Trained the new staff

Academics:

- **ACAMS** - Anti-Money Laundering Specialist- Certified - 2023
- **MBA** (HR & Marketing – Calicut University) from West Fort College Thrissur– 2007
- **B.A** Development Economics: from Kannur University – 2005 (Rank Holder)

Personal Information:

Birth date : 3rd of April 1985
 Nationality : Indian
 Visa status : Residence Visa
 Driving License: UAE, Abu Dhabi No: 901372
 Passport No : V 7740876
 Marital status : Married
 Hobbies : Music & Public Speaking, Browsing Internet.
 Reference : On request
 Languages known: English, Malayalam Hindi & Tamil

Declaration:

I hereby declare that the above given details are correct to the best of my knowledge and belief

Place : Sharjah, UAE

Yours sincerely,

Date :

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