

Aleena Jose

AML/KYC Specialist



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☎ +971567699391

📍 Karama, Dubai

📅 28 Aug 1994

🇮🇳 Indian

👤 Single

♀ Female

🌐 LANGUAGES

English	● ● ● ● ●
Malayalam	● ● ● ● ●
Tamil	● ● ● ● ●
Hindi	● ● ● ● ●
French	● ● ● ● ●

🏆 AWARDS

Best Employee

Best employer for 2 consecutive quarters at Wipro.

RAJAPURASKAR

Awardee of RAJAPURASKAR.(Bharath scouts and Guides)

Contest Winner

Won Lakhsathy Contest for 2 months. Won NR contest conducted by Kotak Mahindra Bank within one month of joining. Won target contest for three consecutive months

🔧 TOOLS

FCRM

SibilCRM

FINACLE

World-check

LexisNexis

PRIME

FIRCO

BAY4

EXPRESS Clearing

👤 PROFILE

To be an asset of an esteemed organization by working in a challenging & dynamic environment contributing to the growth of the organization with my competent managerial skills and simultaneously to keep adding value to myself.

🏢 PROFESSIONAL EXPERIENCE

Wipro Technologies (Rak bank operations)

Senior Associate

Sep 2021 – Feb 2023 | Kerala, India

- Monitor financial transactions and activities for potential suspicious behavior or patterns that could indicate money laundering or other financial crimes.
- Identify Red flags and control issues with respect to KYC/Client on boarding.
- Thorough knowledge about the AML tools like CRM, FIRCO, PD etc..
- Investigation through ACS analysis.
- Assisting in undertaking Client Due Diligence CDD and Enhanced Due Diligence EDD for on boarding and periodic review of client relationships, ensuring that these are in line with group policies and procedures and regulatory expectations.
- Effective mitigation of risk, by implementing a risk-based approach to address sources of risk. If required, set up action plans with the support of the registered Compliance Officers.
- Managed and resolved client escalations, preserving client relationships and satisfaction.
- Sanction screening: Conduct sanctions screening checks to ensure that the organization does not engage in transactions with individuals, entities, or countries under sanctions or watchlists.
- Case investigation: Conduct in-depth investigations of suspicious cases, collaborating with other departments and stakeholders, to determine whether suspicious activity is legitimate or requires further action.
- Review high risk relationships especially cases that are escalated to senior management and ensure that all risks are appropriately highlighted for sign-off.
- Communication with various levels of management to ensure AML/CFT compliance.

Kotak Mahindra Bank

Assistant Manager

Oct 2019 – Feb 2021 | Kerala, India

- Develop good client relationships and address customer service needs by solving all the cases within the TAT.
- Create reports, analyze, interpret and present data and also assisted employees in personal development.
- Ensures targets are met before the deadlines that include insurance, Deposits, loans etc.. banking products like CASA, Values, 100% Investments.
- Building business relationships with new corporate customers along with maintaining good business relationships with existing clients.
- Continuously monitoring high-risk accounts.
- Assists client service representatives with opening of new accounts at peak periods.
- Recruited, interviewed and hired high-performing developing passionate, dedicated teams.
- Worked with branch manager to develop action plan to increase performance and exceed sales KPIs.
- Addressed customer issues calmly and professionally quick, successful resolutions.
- Exercise appropriate checks and controls as per Bank's policies

BigSynergy Media Ltd

Casting Producer

Oct 2015 – May 2016 | Kerala, India

- Produced successful television series, resulting in increased viewership and critical acclaim.
- Developed and implemented comprehensive production within budget and on schedule.
- Collaborated closely with directors, writers and other creative professionals to bring projects to life.
- Negotiated favourable deal with major studios to distribute feature films.
- Translated client visions into actionable concepts to captivate audiences.
- Managed and guided creative teams to successfully execute projects from inception to completion.



SKILLS

Decision Making	<div style="width: 80%;"></div>
Team Building	<div style="width: 75%;"></div>
Communication	<div style="width: 60%;"></div>
Listening	<div style="width: 70%;"></div>
Flexibility	<div style="width: 75%;"></div>
Adaptability	<div style="width: 75%;"></div>



EDUCATION

MBA(Marketing and HR)

Lead College of Management [↗](#)

Jun 2017 – May 2019 | Kerala, India

Bcom (Finance)

Providence Womens College [↗](#)

Jun 2012 – May 2015 | Kerala, India