

# CIRRICULUM VITAE

## **PETER RAJAKUMAR THOMAS**



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### **Personal Details:**

Name : PETER RAJAKUMAR  
Address : Dubai, U.A.E.  
Sex : Male  
Nationality : Indian  
Marital status : Married  
Passport No. : R8133983  
Languages Known : English, Hindi, Tamil & Malayalam

### **Carrier Objectives**

A CBUAE approved Alternate Compliance Officer and Currently, pursuing CAMS. For the past 16 years in the UAE foreign exchange market worked in various positions including Cashier, Branch In-Charge, and the Alternate Compliance Officer.

To achieve a high degree of excellence in the job assigned. Aspiring to be a part of competitive and challenging environment wherein my knowledge and skills can be shared and enriched.

### **Academic Fact-File**

- B.COM from Mumbai University, March 2007
- H.S.C. from Mumbai University, February 2002
- S.S.C. from Gujarat University, May 2000

### **Qualities**

- Inter Personal skills, Honest, Hard working
- Ability to cope up with new trends and technology.
- Ability to handle pressure.
- Self confident & self motivated.
- Believer in Trust and Honesty in Relationships.
- Quick learner.
- Analytical thinking.

### **Computer Skills**

MS Office, Word, Excel, Power point, SYMEX, ISHIELD, CASMEX, TRAX

### **Certification**

- Certified Risk and Compliance Management Professional (CRCMP)
- CBUAE Approved Alternate Compliance Officer
- Pursuing CAMS (Certified Anti-Money Laundering Specialists)
- FERG Certificate
- CROWE Certificate



## **WORK EXPERIENCES:**

Firm Name : **Economic Exchange Centre, Dubai**  
Period : July 2015 - Present  
Designation: Alternate Compliance Officer  
Main Role : Supporting the Compliance Officer to strengthening the compliance functions.

### **Job Profile**

- Maintaining ISTR, STR, Training Log, Data Management, Corporate, Exchange House, Corresponding Banks and Vendors records.
- Responsible for Preparing and handling mandatory Report's submission as per CB standards viz MLRO Annual report, AML/CFT Agreed Upon Procedures and reply to the Central Bank Transmission letter.
- Responsible for maintaining and updating ML/TF Assessment on timely basis.
- Responsible for preparing and submitting Transaction reconciliation reports, Country Risk Rating report, MIS report, TMS report to the Management.
- Evaluate internal operational compliance and suggest updates.
- Monitoring trade-based money laundering and tracing structured transactions.
- Provide periodical training to the entire staff of the organization based on their designation.
- Advise the business regarding the AML aspects in relation to the development of new products services in new and existing markets.
- Review and address AML & Watch list and alerts. Update the blacklists on a regular basis.
- Liaison with the compliance department of the correspondent bankers and satisfactorily answer any queries posed.
- Organized for handling and preparing customer details and transaction data against enquires from IEMS, GO AML, Police, CBUAE.
- Collaborate as the key point of contact regarding all AML/CFT Sanction related matters/ queries from the Central Bank and any other competent authorities in absence of Compliance officer.
- Collaborate with external auditors and other department head whenever needed.
- Implementation and execution of the regulations issued by CBUAE and the organization's AML and CFT policies & procedures.
- Monitoring day-to-day transactions of the branch for any unusual/ suspicious behavioral pattern.
- Performing more extensive, due diligence for high-risk amounts/ countries/ customers and include proactive monitoring for suspicious types of activities.
- Responsible for preparing Compliance committee meeting and Compliance charter programme.
- Organized for performing Efficiency testing on regular basis.
- Responsible for preparing EDD reports for the PEP customers.
- Responsible for preparing High risk Jurisdiction report and monitoring the High-risk customers by doing Risk analysis and further preparing EDD.
- Checking of CBUAE website time to time for new regulations and latest update by them.
- High risk countries transactions should be properly monitored under AML/KYC guide line and obtaining some additional information from the remitter.
- Monitor transactions to NCCT (Non cooperative countries or territories) as per FATF list.



Firm Name : **Goodwill Exchange**  
Naif Road, Deira  
Period : April 2011 to January 2013  
Designation : **Branch In charge**

**Job Profile:**

- Handling customer queries and solving their various problems
- Attending various complaints and providing solution at the right time
- Rate negotiation and finalization.
- Preparing staff duties report for their shifts
- Checking weekly cashier reports & their balance physically
- Checking cash availability for the business
- Submitting daily reports to Head Office
- Bank Reconciliation Statement, to make entry to all accounts, to check all entries
- Maintaining Daily Cash & Stock Position, Daily business summary and as well as Weekly, Monthly Reports, Audit Reports to Head Office.

Firm Name : **GCC Exchange, Dubai**  
Period : June 2008 to March 2011  
Designation : **Treasury Member / Cashier**

**Job Profile:**

- Joined as Teller
- Purchasing & selling foreign currencies.
- Handling various responsibilities for the company in the field of cashiering, customer service and operations.
- Handling customer queries and solving their various problems
- Online Remittance through Western Union, Xpress Money, I-Remit.
- Worked in SYMEX (Money Exchange Software)

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge, and belief.

Place: Dubai  
Date:



**PETER RAJAKUMAR**