



# MUHAMMAD HARIS

COMPLIANCE OFFICER

## OBJECTIVES

My goal as a Compliance Officer is to ensure that all the people involved in the company, from the Board of Directors to the employees, are following the internal and external regulations and policies and ultimately contribute to the progress of the company.

My experience as a Compliance Officer in two different companies have broadened my understanding of SOP of corporate establishments and enhanced my skills of objectivity in implementing compliance programs.

## EXPERIENCE

### **ALFARDAN GROUP – UAE**

Compliance Officer | Jan 2016 – To Date

### **Bank AL Habib Limited - PAKISTAN**

Area Compliance Relations Officer | June 2011 – October 2014

## SUMMARY OF EXPERIENCE

- Creating and implementing AML frameworks, procedures and policies
- Acting as a first point of contact for compliance concerns
- Screening Inward Outward payments
- Training staff on compliance procedures when required
- Developing strategies for risk management
- Reviewing and auditing the organization's adherence to compliance procedures
- Remaining up to date on current regulatory and compliance changes
- Reporting compliance issues and recommending changes
- Implement and manage an effective legal compliance program.
- Provide assistance to Develop and review company policies.
- Advise management on the company's compliance with laws and regulations through detailed reports.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Regularly audit company procedures, practices, and documents to identify possible weaknesses or AML risks.
- Assess company operations to determine compliance risk.
- Ensure all employees are educated on the latest regulations and processes.
- Resolve employee concerns about legal compliance.
- Liaise with senior managers to ensure proper implementation of established compliance policies
- Review internal bank policies to ensure they align with external banking regulations
- Monitor client financial activities to ensure they are legal and in compliance with internal and external bank policies
- Collaborate with other departments such as the risk management or internal audit unit to forward compliance issues for investigation

## CONTACT

Mobile 056 570 8819

Email muhammad94607@gmail.com

## PERSONAL INFORMATION

Marital Status – Married

Nationality – Pakistani

Date of Birth – Dec 10, 1988

Driving License – Valid UAE

## LANGUAGES

Arabic	●●●●●●●○
English	●●●●●●●●
Urdu	●●●●●●●●
Hindi	●●●●●●●●
Punjabi	●●●●●●●●

## EDUCATION

Graduate – Pakistan (Degree Attested)

## CERTIFICATION

- NEBOSH IGC – UK
- IOSH MS - UK
- ISO 9001:2015 Lead Auditor – CQI-IRCA
- ISO 14001:2015 Lead Auditor – CQI-IRCA
- Google – Digital Marketing Fundamentals
- COSHH Manager Certification - UK
- The Risk Assess 365 Software Certification
- Record Keeping Files Management – KBR
- Time Management – KBR
- Peak 2 Foundation – MS OFFICE
- Peak 2 Hardware – Computer Hardware

**AWARDS**

Best Employee 2019 – Al Fardan Group  
KBR – IT Dept  
KBR – Medical Dept

**SOFTWARE SKILLS**

Quality Assurance ●●●●●●●●●●  
Staff Training / Coaching ●●●●●●●●●●  
Budget Management ●●●●●●●○○○  
MS OFFICE ●●●●●●●●●●

**TRAININGS ATTENDED**

- Organizational development
- Strategic AML leadership
- Diversity and inclusion
- Digital learning and development

**EXTRA CURRICULAR ACTIVITIES**

- Presented Case Study on Humanity
- Behavioral Workshop Assignment
- Fair Deal - One Day Business
- Founder member of college HR Club

- Initiate or recommend an investigative process in response to complaints of policy or procedural violation
- Develop systems for the handling and resolution of policy violation
- Conduct internal audits prior to an external audit to ensure bank policies and operations are up to standard
- Monitor the operations and procedures of the different sections of a bank to ensure overall compliance
- Carry out assessments to identify areas of potential compliance risks in order to implement preventive/corrective strategies to address compliance issues
- Provide reports on a regular basis to senior management to keep them updated on progress of compliance operations
- Organize compliance programs to educate bank staff on recent and already existing compliance requirements

**PERSONAL SKILLS**

- Strong ethics
- Good critical thinking skills
- Attention to detail
- Collaboration
- Independence and autonomy
- Good relationship-building skill

**ACADEMIC INTERESTS**

Interested in:  
-Business Analytics  
-Subjects like Organizational behavior, Social Psychology, Compliance Management.

Attended symposiums on:  
-Changing workforce dimensions – NHRD KPK Chapter  
-Personality Development  
-Work Life and Job Satisfaction  
-Psychological Skills Development

**ACHIEVEMENTS**

- Selected as Best performer in college and district level Arts Festivals
- Elected as Fine Arts Secretary in college union
- Best National Service Scheme (NSS) volunteer
- Best Outgoing Student
- Conducted medical camps under an NGO
- Selected as President of student’s organization and conducted various programs

**DECLARATION**

I hereby declare that the above details are true to the best of my Knowledge

*Muhammad Haris*