

# RENEBOY B FRIOLO, CAMS

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## **ANALYTICAL PROFESSIONAL WITH 4 YEARS EXPERIENCE IN THE FOLLOWING AREAS:**

-KYC / Remittance/ FCY Analysis	-Risk Assessment	-Corporate and WPS Client Onboarding
-AML Sanction Screening	-AML-CDD/EDD Review	-Correspondent Banking Inquiry
-Process Analysis and Improvements	-STR/SAR Reporting	-Fraud Prevention and Reporting

**COURSE COMPLETION (50HRS)** – 17<sup>TH</sup> Advanced Anti-Money Laundering and Counter Terrorism Financing training from USAMA MEHMOOD CAMS, CGSS Online Training and Development Oct 2022 – Dec 2022

## **EMPLOYMENT HISTORY**

### **BRANCH COMPLIANCE OFFICER CUM TELLER | AL FARDAN EXCHANGE (UAE)**

March 2021- March 2023

**KEY AREAS:** *KYC Verification / AML-CDD/EDD REVIEWS / REMITTANCE – Inward and Outward Transactions / Foreign Currency Exchanges / WPS and Corporate Client Registration at BRANCH LEVEL.*

- First point of contact in handling all compliance AML related affairs, enquiries, documentations, and implementation of best AML practices and strengthens the overall compliance aspects as per Internal AML Policy at branch level.
- Collection of required documents and register new WPS and Corporate entities in accordance with CBUAE AML Policy for smooth on boarding processes.
- Complete verification of all FCY transactions including DRIC Forms for Foreign currency value in line CBUAE Policy.
- Complete verification of source of funds for HIGH VALUE OPO/IPO transactions reaching aggregated threshold as per CBUAE Policy.
- Ensure that ID's/ vouchers / supporting documents requirement from AML department are being met on time.
- To perform Risk Assessment to on-board Politically Exposed Persons (PEP) customers and submit required report to Compliance Department to take approval.
- Responsible for submitting required related information's and documents for SDN Sanction screening/ Travelez Prepaid Card Screening.
- Analyze customer transaction trends through surveillance and enhanced Monitoring procedures and identify potentially suspicious transaction and reporting to AML Department.
- Completing any other processes required for enhanced due diligence & or customer onboarding in a timely manner to avoid undue delay.
- Assure employees attended any ongoing risk and compliance awareness programs during the course of the employment whether it is as part of the On-Boarding process or the Annual Refresher Training as per AFEX policy.
- Suspicious activity observed and reported to AML Department while ensuring timely execution of instructions received from the Head of Compliance or MLRO.
- Conducting due diligence for IPO/OPO transactions on monthly basis and ensure all transactions are being processed as per AMLPP.
- Identify suspicious cases based on due diligence conducted and file STR/SAR report if required and report same to the Reporting Manager.

## **TELLER / BRANCH OPERATIONS | REDHA AL ANSARI EXCHANGE (UAE) |**

*March 2019 – February 2021*

### **KEY AREAS: KYC / Account Opening / Analysis of Client Transaction / Funding Requirement Reporting/ Foreign Currency Dealing / Customer Service**

- Process successful transactions for Foreign Currency Exchange, Remittance, Western Union, Instant Cash, Instant Draft & Value Added Products.
- Comprehensive understanding of Enhanced due diligence/ Know your customer requirements, anti-money laundering and financial crime legislation
- Ensure all services provided by the function are compliant with the CBUAE policies & procedures.
- Ensure all duties are carried out in accordance with the stipulated business and Anti- Money Laundering policies and procedures
- Extend superior customer service by attending to customer queries, complaints, amendments, and cancellations as per procedures
- Disseminate information on counter and branch outside premise for new and additional services and promotions
- Maintain records, prepare reports and perform related clerical duties and responsibilities
- Accomplish assigned task and targets by manager no more than the given time period
- Prepare and file end of day reports before leaving branch premise
- Monitor completeness of branch files and reports monthly.

## **SERVICE CREW | JOLLIBEE FOODS CORPORATIONS (PHILIPPINES)**

*December 2014 – May 2015*

- Greet customers, record orders, and serve food and beverages with a consistently positive and helpful attitude, including answering questions about the menu.
- Ensure restaurant cleanliness daily by clearing tables, returning trays to the kitchen, sweeping and mopping floors, washing and sanitizing kitchen utensils, and servicing restrooms.
- Handle guests' concerns and complaints professionally and calmly to resolve problems according to restaurant policy.
- Maintain a neat and tidy appearance by wearing a uniform and adhering to a corporate dress code.
- Provide overall satisfactory services to customer.

## **PROFESSIONAL SKILLS**

- Proficient in Microsoft Office (MS Word, Excel, PowerPoint, Internet, etc)
- Strong critical and analytical ability
- Excellent leadership and interpersonal skills
- Goal-driven personality, values teamwork, cooperation and innovation
- Fully-equipped with techniques in handling conflicts
- Superior written and verbal communication skills

## **EDUCATION**

**Bachelor of Science in Business Administration – Marketing Management | La Salle University, Ozamiz**

*June 2013 – May 2018*

## **LEADERSHIP EXPERIENCE**

- **GRADUATES BATCH OFFICER** – University Graduating Class OF 2018.
- **SENATOR** - University Student Government A.Y. 16'17 (ECOCOM)
- **SENATOR** - University Student Government A.Y. 15'16 (BUFICOM)

REFERENCES: Will be provided upon request