

MOHAMMED SALIH KOLAKKATTIL



TELLER-MLRO

PROFILE



Abudhabi, UAE



+971 567689826



Msalihk123@gmail.com

SKILLS

- Office Administration
- Communication & Negotiation Skills
- Microsoft Office
- Leadership and team management
- Organization and time management
- Problem-solving
- Customer service
- Teamwork

PERSONEL DATA

Date of Birth: 29-06-1997

Gender: Male

Passport Number: R6065317

Passport Expiry: 22-05-2028

Nationality: Indian

Religion: Muslim

Marital Status: Single

EDUCATION

B.com

Plus Two-Commerce

LANGUAGES

- ENGLISH
- ARABIC
- MALAYALAM
- HINDI
- TAMIL

INTERESTS

- Cricket
- Movies
- Travelling
- Music
- Football

I am looking forward to associate myself with organizations where there is opportunity to share contribute and upgrade my knowledge for the development to self and origination served. I have taken up assignment in my career with a quest to manage higher responsibility and am looking forward to building to long team challenging career, with responsibility scope, which fully utilize my talent, capabilities and experience.

EXPERIENCE

Teller & MLRO

- 2020 Onwards

Saad Exchange, ABUDHABI, UAE

- Provide timely and high-quality compliance and risk advice to the business and functions and ensuring business needs are being met
- Conduct enhanced due diligence (EDD) reviews on customers and AML investigations as appropriate.
- Coordinate AML investigations with Operations and Internal Vigilance team
- Ensure proper documentation of compliance related reports including suspicious activity report (SAR) and regulatory report
- Execute the responsibilities maintaining high level of ethical, moral, and professional standards
- Reconciles financial discrepancies by collecting and analyzing account information
- Teller service and Cash management
- Handling Remittance, Foreign Currency Exchanges and salary processing of companies(WPS)

DR. Assistant & Administrator

Relief Dental Clinic, KERALA, INDIA

- 2016 - 2020

- Attend promptly and greet with a smile
- Carry out administrative duties such as filing, typing, copying, binding, scanning, emailing, etc.
- Serves as a point of contact of Clients and doctors
- Coordinate marketing activities
- Coordinate with accounts team for material purchase and salary procedures