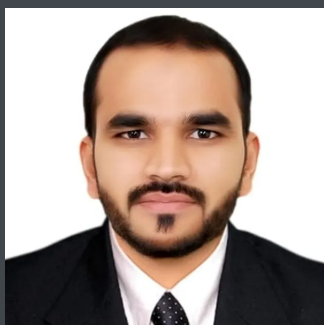


# Md Haneefuddin



📍 Hamdan Street,  
Abu Dhabi, UAE

✉ mh.haneef.glb@gmail.com

☎ +971-545806774

🇮🇳 Indian

## 📄 CERTIFICATES

CCP Certified No: 2020/68783  
(Leoron Professional  
Development Institute)

## 🎓 EDUCATION

Bachelor of Commerce  
Gulbarga University  
Gulbarga, India

## 🧠 KEY SKILLS

- Client On boarding / Periodic KYC review
- Transaction Filtering & Transaction Monitoring
- Customer Due Diligence / Enhance Due Diligence
- Cash Management

## 🌐 LANGUAGES

English | Urdu | Kannada  
Telugu

## 👤 PROFILE

Dynamic & Versatile Compliance Analyst, Branch MLRO, Cashier, Receptionist & Billing Executive, Office Administrator & Coordinator with over 7 years of expertise in ML Risk Reporting, AML/CFT Compliance, and Cash Management. Demonstrated success in delivering exceptional customer service, ensuring accurate transactions, and facilitating seamless checkout processes in high-pressure settings. Possess a positive attitude, strong work ethic, and a passion for maintaining customer satisfaction. Adaptable and eager to embrace new systems and technologies. Seeking a challenging opportunity to utilize my skills and contribute to organizational growth.

## 💼 PROFESSIONAL EXPERIENCE

### Malik Exchange Compliance Analyst

Jun 2022 – present | Abu Dhabi, UAE

- Monitoring the transaction to identify high risk, unusual and suspicious transactions, and preparing SAR.
- Arranging and retaining all necessary supporting documents for the transaction, KYC, STR and other necessary documents.
- Responding to regulatory and law enforcement enquiries received through Integrated Enquiry Management System and emails from CBUAE.
- Ensuring all high-volume transactions are supported with relevant supporting documents and submitting daily compliance deviations reports to the chief compliance officer.
- Ensuring the Daily transaction reporting to CBUAE. Checking and reporting daily regulatory notices.

### Malik Exchange Cashier & Branch MLRO

May 2018 – May 2022 | Abu Dhabi, UAE

- Handling cash transactions accurately and efficiently.
- Receive and process customer payments, including remittance and foreign currency exchange.
- Providing excellent customer service by addressing inquiries and resolving issues.
- Maintain a balanced cash drawer and reconcile any discrepancies.
- Support record keeping staff by providing all supporting documents for each transaction.
- Verify customer identification and ensure compliance with regulations.
- Overseeing the compliance of the branch with all applicable regulations and laws.
- Monitoring transactions to identify high risk, unusual and suspicious transactions and preparing SAR.
- Reporting suspicious transactions to Head Office Compliance Department and maintaining accurate records of AML-related activities and reports.
- Conducting periodic risk assessments and reviews of the branch. Providing guidance and support to the branch staff on compliance matters.

### United Hospital Receptionist & Billing Executive

Dec 2016 – Apr 2018 | Gulbarga, India

- Welcoming patients and visitors, answering the telephone and answering any inquiries. Scheduling appointments and keeping those appointments on time.
- Assisting patients with completing necessary forms and documentation.
- Processing billing and payments. update patient insurance information and ensuring that patient data are accurate and are updated on a regular basis.
- Accurately calculate, report, and send billing information for patients. Factor in charges for procedures completed in departments such as the ICU, HDU, Special Ward & etc.
- Entering patient case sheet data into the system.
- Expedient in processing patient check-in/check-out, verifying insurance and collecting third-party claims.

### Aptech Computer Education Institute Office administrator & Coordinator

Feb 2012 – Jul 2015 | Hyderabad, India

- Handled high-volume daily telephone and email enquiries, minimizing correspondence backlogs.
- Assist students on course selection, study habits and career selection.
- Providing a variety of materials (BOOKS, CD, HANDBOOKS) & collaborating with faculty to conduct new student workshops.
- Maintaining student schedules, payroll, rooms, and instructional supplies for workshops and other study programs.
- Accurately executed secretarial tasks, maintaining smooth administrative operations.