



MUHAMMAD HUSNAIN

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Friendly, open-minded personality, with strong communication, problem-solving, team- playing and multi-tasking skills

ADDRESS

AL KHAIL GATE, AL QOUZ 3, DUBAI

CONTACT

PHONE:

056-3711969

EMAIL:

Hasnainaziz554@gmail.com

PERSONAL DATA

BIRTHDATE: July 22, 1999

PLACE OF BIRTH: Karachi, Pakistan

AGE: 23 years old

CIVIL STATUS: Single

RELIGION: Islam

UAE valid driving license

EDUCATION

- INTERMEDIATE IN (COMMERCE) FROM BOARD OF KARACHI.
- MATRIC IN (COMPUTER SCIENCE) FROM BOARD OF KARACHI.

WORK EXPERIENCE

- **AL RAZOUKI INTERNATIONAL EXCHANGE COMPANY LLC**
Compliance Analyst
Feb 2023 upto present
 - Report to the ACO & chief compliance officer with the necessary analyzed information regarding laws and regulations.
 - Maintain a working knowledge of essential laws and regulations, such as the anti-money laundering (AML) federal law, CBUAE standards, and more.
 - Responsible handling inquiry from IEMS (Integrated Enquiry Management System)- Central Bank of the UAE portal with regards to the Search or Freeze notices.
 - Responsible handling Authority inquiry from Dubai Police, Abu Dhabi Police, Fujairah Police etc.
 - Validating EDD documents for Corporate/WPS Onboarding.
 - Handling Sanction Screening and Transaction Monitoring for suspicious and not suspicious.
 - Reviewing branch, I STRs to report any suspicious cases to the ACO/CCO. Alert management to investigate the customer's transaction pattern / alerts.
 - Receiving phone calls from branches, supporting and handling compliance matters.
 - Performing other task that may be assigned from time to time.
 - Ensure that the same organizational standards are being followed throughout the organization in terms of compliance.

LANGUAGES

- English
- Hindi
- Read and write Arabic

REFERENCES

- Mr. Chandra Giri
Compliance Manager -
Approved by central bank of
UAE. +971-507807158

- LM EXCHANGE
Compliance Analyst
June 2021- September 2022
 - Report to the ACO & chief compliance officer with the necessary analyzed information regarding laws and regulations.
 - Maintain a working knowledge of essential laws and regulations, such as the anti-money laundering (AML) federal law, CBUAE standards, and more.
 - Responsible handling inquiry from IEMS (Integrated Enquiry Management System)- Central Bank of the UAE portal with regards to the Search or Freeze notices.
 - GOAML enquiries related to RFI (request for Information) from the UAE FIU.
 - Responsible handling Authority inquiry from Dubai Police, Abu Dhabi Police, Fujairah Police etc.
 - Validating EDD documents for Corporate/WPS Onboarding.
 - Ensuring the KYC process for Individual and Legal Entity in accordance with the Standards and UAE laws and regulations.
 - Ensure that the same organizational standards are being followed throughout the organization in terms of compliance.
 - Handling Sanction Screening and Transaction Monitoring for suspicious and not suspicious.
 - Handling Correspondent Inquiry (Bank or MSB products or services related queries, updating within TAT.
 - Reviewing branch, I STRs to report any suspicious cases to the ACO/CCO. Alert management to investigate the customer's transaction pattern / alerts.
 - Receiving phone calls from branches, supporting and handling compliance matters.
 - Performing other task that may be assigned from time to time.
 - Proficiency in compliance management software (I shield, SUTRA).
 - Able to work around all Microsoft Office products, including Word, Excel, Outlook, and PowerPoint.
- Azhar Al Madina Trading Center LLC, Sharjah
March 2019 - May 2021
 - Inventory assistant for 9 months – to help manage the inventory, processing inventory orders, logging items that have been received and items that have been taken from inventory, and physically moving product within inventory room to the sales floor, and vice versa.

- **Inventory head up to May 2021** – is in charge of inventory in a store or similar facility, responsible for monitoring stocks levels and knowing when to replenish stock.
- **Daily Receiving goods from April 2019 up to May 2021** – responsible for unloading and inspecting delivered goods to ensure that all products ordered are actually received, unload, count and record the receipt of shipped goods while ensuring that orders have been correctly satisfied.
- **Cashier from April 2019 up to May 2021** – primarily accept payment from customers in the form of cash, credit or debit card, or other forms of payment, issue the customer's receipt of payment and return the correct change due as necessary for cash payments, authorize and issue exchanges or refunds.

➤ **Baskin Robbins, Pakistan –
Steward
May 2017 - May 2018**

- Mainly greet customers, ring up all purchases in a friendly and efficient manner.
- Associates receive training on proper customer service techniques and store procedures.
- A crew member jobs who keep the store clean and sanitary.

➤ **Mini Minors, Pakistan –
Sales Assistant
May 2018 - December 2019**

- Rendered excellent customer service.
- Assist customers with purchases and handle merchandising, restocking shelves and sales.
- Responsible for setting up displays and keeping up store appearance.

SKILLS

- Knowledge in Basic Accounting.
- Good in Microsoft Office (Excel & Word).
- Ready to learn and adapt fast-paced work environment.
- Interpersonal Skills.
- Great Analytical and Problem-Solving Skills
- Proven Strength in cash management, transaction processing and problem resolution.
- Quality and Quantity of work.
- Initiative /Passion for work.
- Dependability /Responsibility.
- Good at Oral and Written communication.

SEMINARS AND TRAINING ATTENDED

- **Customer Relationship Management**
Dubai United Arab Emirates
November - 2021

- **Basic AML/CFT Training**
Dubai United Arab Emirates
February - 2022

- **Effective Sanction Screening**
Dubai United Arab Emirates
March - 2022

- **TFS- Sanction Evasion, Typologies and Red Flags**
Dubai United Arab Emirates
April - 2022

- **New AMLCFT Standards Requirements for LEHs & LFIs**
Dubai United Arab Emirates
June - 2022

- **Operational Risk Management & Counterparty Risk Management**
Dubai United Arab Emirates
June - 2022

- **AMLCFT Typologies and Suspicious Indicators**
Dubai United Arab Emirates
June - 2022

- **MLTF Risk Assessment and Sanctions Risk Assessment**
Dubai United Arab Emirates
July - 2022

- **EWRA and Risk Appetite Statements**
Dubai United Arab Emirates
Feb - 2023

I hereby certify that the above information is true and correct to the best of my knowledge and belief.