



AJISH MOHAN NAIR

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CAMI AND CTDI CERTIFIED

My Objective - To work with an organization, which offers a competitive environment to enhance my skills, erstwhile zealously working towards the tremendous growth of my Organization while bettering my own performance.

- **Profile** — Master in Business Administration (MBA) in Operation Management with Financial Exchange experience.
- **Strength** - Hard working, self-starter, highly motivated, organized and disciplined team player.

WORK EXPERIENCE

SERVICE OFFICER

March 2017 - August 2022

INDEX EXCHANGE LLC, SHARJAH, UAE

- Performing ongoing customer due diligence including maintenance and updating of AML and KYC records.
- Handling Global Corporate client's accounts with services and there queries.
- Transferring and collecting money via bank and instant cash (Western union and RIA Money).
- Perform Periodic KYC reviews on risk based schedule.
- Working on Business Process Models for Branch development.
- Booking for special rates for Bank transfer and Foreign Currency funding.
- Cross Selling of allied products.
- Attend all required training including annual Bank Secrecy Act Training.
- Developed remedial action plans when needed if audit findings called for action.
- Supervising the Branch in the absence of Manager.

JUNIOR OFFICER

December 2013 - August 2016

UAE EXCHANGE LLC, DUBAI, UAE

- Filing report at time of branch closing.
- Maintains customer Registration as per AML policy.
- Handling Global Corporate client's accounts with services and there queries.
- Working on Business Process Models for Process development.
- Open a NRI and NRO account for customer.
- Maintaining records and reports on daily basis.
- Maintained accurate and detailed compliance records.

ASIA CLIENT SERVICE ADVISOR

August 2011 - September 2013

BA Continuum India

- Handling Global Corporate client's accounts with services and their queries.
- Document Reviews for transaction.
- Working on Business Process Models for Process development.
- Worked closely with team to maintain optimum levels of communication for the effective and efficient completion of task.
- Attend all required training including annual Bank Secrecy Act Training which includes emphasis on identifying suspicious activity.
- Provide support to other Bank department team members to include, but not limited to resolving or escalation of issues.
- Monitor the effectiveness of daily wire operations.
- Perform wire related research and response to Accounting reconciliation.
- Performed daily reconciliations of cash, security and suspense transactions, maintaining strict adherence to established quality control procedures to mitigate high risks.

EDUCATION

MBA

June 2020 - January 2023

JAIPUR UNIVERSITY

Operation Management

GDIB+BBA

May 2006 - August 2008

HISAR UNIVERSITY

International Business

CAMI + CTDI

May 2022 - March 2023

PON SUN AML ACADEMY

COMPLIANCE CERTIFICARION

SKILLS

Branch Operations



Critical thinking



Record-keeping



Risk Assessment



Risk Management



Compliance Monitoring



Aggregate reporting



INTERESTS

1. Community Involvement.
2. Writing.
3. Blogging
4. Learning Languages
5. Photography
6. Travel
7. Sports
8. Reading.

CERTIFICATION AND TRAININGS

- Completed CAMI (Certified Anti Money Laundry Investigator and CTDI (Certified Trade Document Investigator)/ Achievement of Bronze Award in Bank of America 23/09/2012/ Attended Live session on AML fundamentals and UAE AML Laws by MNR Talent and Skills Development 11/04/2020/ Attended Live Session on AML CPD Program for Compliance Officers by MNR Talent and Skills Development 28/07/2020/Attended Virtual Session "GLOBAL AML FOR UAE" by edcomm group banker's academy 30/07/2020.

OTHER DETAILS

- Nationality: Indian, Passport Number: J7465808 / Date of Birth: 30th July 1986 /Languages English – Skilled, Hindi – Skilled, Malayalam – Intermediate, Urdu – Intermediate / Computer knowledge - Oracle Database Visual Basic Networking Office