

# ABDUL RAHIMAN, CAMS



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14-12-1994



Dubai, UAE

## PERSONAL INFORMATION:

NATIONALITY : INDIAN  
SEX : MALE  
MARITAL STATUS : SINGLE

UAE DRIVING LICENSE: AUTOMATIC

## PROFESSIONAL COURSE

AML  
KYC  
CDD, EDD  
MS OFFICE  
TALLY

## COMPUTER SKILLS

MS Office (All) : Excellent  
Tally : Excellent

## LANGUAGE KNOWN

- English
- Hindi
- Malayalam

## PROFESSIONAL OBJECTIVE

Highly motivated and organized Compliance Specialist looking for a fast-paced level of position where I can contribute my experience with risk based approach and developing efficient system.

## PROFESSIONAL EXPERIENCE

Designation : **COMPLIANCE SPECIALIST**  
Employer : **AL FARDAN EXCHANGE UAE**  
Duration : **(MAR 2023 to Till Now)**

## RESPONSIBILITIES

- New corporate and individual customer onboarding, kyc documents verification, risk assessments, and approvals of onboarding.
- Monitor daily and monthly inward/outward payment orders and ensure all transactions are being complied with central bank UAE policies and regulations.
- Approving and blocking the transactions according to the risk level of the customer and risk to the firm.
- Visit the branches in the region, verify the KYC documents, RVFs, IPO and FCY and forms related to compliance.
- Transaction Monitoring, Sanctions Screening, KYC verification
- Receiving suspicious transaction or activity alerts from the first line defence and analyse them to take appropriate decisions.

## PROFESSIONAL EXPERIENCE

Designation : **ACCOUNTS ASSISTANT**  
Employer : **AL FARDAN EXCHANGE UAE**  
Duration : **(JULY 2021 to FEB 2023)**

## RESPONSIBILITIES

- Reconciliation of foreign banks and third-party accounts
- Monitoring bank deposits and payments in a daily basis
- Following up outstanding items in the reconciliation and clearing the same
- Suggested budgetary changes to increase company profits
- Analysed monthly balance sheet accounts for corporate reporting
- Planning a strategic and long-term business plan in support with CFO and senior finance manager
- identifying financial status by comparing, analysing actual results with plans and forecasts.
- Increasing productivity by providing innovative ideas and suggestions.
- Maintaining day to day foreign banks covering and funding entries
- Verifying and tallying till balance summary reports with supporting documents of all cashiers

## PROFESSIONAL EXPERIENCE

Designation : **BRANCH COMPLIANCE OFFICER**  
Employer : **AL FARDAN EXCHANGE UAE**  
Duration : **(Sep 2019 to June 2021)**

## RESPONSIBILITIES

- Ensure that branch staff comply and follow internal policy and procedure which reflects FATF recommendations, local laws and regulation.
- Analysing client's transaction, pattern, flow of funds, obtaining rationale as to the purpose of payment and relationship between counter parties to assess AML
- Monitoring individual and corporate transactions.
- providing EDD on high risk rated clients.
- Follow up with high rated customer for necessary documents before overdue.
- Training branch employees about recent rules and regulations.

## ACHIEVEMENTS

- Proved to be one of the top employees who submitted every report before due time.
- Given the suggestion to the CFO to increase AED 15000 per month revenue for the organisation with using of direct services instead of third-party services from the branches.
- Processed 150+ customer transactions with extreme attention detail on daily basis.
- Awarded as the best Teller of the year in 2021.
- Awarded as the employee of the month in several times.

## SKILLS

- Customer Service
- Target Oriented
- Numerical skill
- Transaction Processing
- Verbal communication
- Selling to customer needs
- Financial Software
- Documentation Skills
- Ability to work with minimum supervision

## EDUCATIONAL CREDENTIALS

**Certified Anti Money Laundering Specialist**  
ACAMS USA

**Master of Business Administration (MBA) [Finance & HR]**  
Malikdeenar Institute of Management Studies  
Kannur University (2015-2017)

**Bachelor of Business Management (BBM)**  
St. Aloysius College (Autonomous), Mangalore  
Mangalore University (2012-2015)