

DANISH ALEEM

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Dubai, UAE



Visa Status

Residence Visa

KEY SKILLS

- Onboarding KYC/CDD
- Compliance procedure
- Regulatory Knowledge
- Cash Management
- Banking Expertise
- Detecting Fraud Investigation Transaction
- Payroll Processing
- ATM Reconciliation
- Vault Handling

EDUCATION

Bachelor Of Commerce from

University Of Karachi

PROFESSIONAL TRAINING

Workshop & Seminar

- Counterfeit Notes by Dubai Islamic Bank, Pakistan.
- Islamic Banking & Branch Banking by Bank Islami.
- Western Union / Express Money by Dubai Islamic Bank

PROFILE

I am an enthusiastic and detail-oriented individual with more than 14 years of working experience in the Banking and retail industry. I am willing to work independently to handle payroll activities and process timely checks and deposits. Currently working as an AML Compliance Analyst is responsible for ensuring that the company complies with all applicable laws related to money laundering, terrorist financing, and conduct end-to-end KYC Customer Due Diligence (CDD). I am willing to bring 14 years of progressive experience to a permanent role.

PROFESSIONAL EXPERIENCE

AML Analyst – Compliance Department

Dubai Islamic Bank, Dubai, UAE | Dec 21' – July 23

- Perform investigations and identify the need to file internal Suspicious Transactions Reports (STRs)
- Effectively conducted AML /KYC formality reports on questionable accounts and transactions.
- Performed the required KYC screenings on customers and documented
- Conducting KYC /EDD review for onboarding customers, central bank and law enforcement inquiries.
- Information obtained through customer profiles as required by the Central Bank of UAE.
- Analyzing transaction Filtering/Monitoring Alerts within the turnaround time.
- Identified multiple significant cases, red flags, and system alerts associated with the laundering of illicit funds.
- Escalating any red flags for further investigation by raising RFI to the respective branch/Relationship Manager.
- Analyzing customer behavior whether it are considered regular or suspicious.
- Developed document and provided suspicious activity report with recommendations.
- Providing official written and informal guidance and advice on Compliance matters to the respective businesses as and when required (e.g. on a client, product or transaction basis).

Administrator cum Payroll Officer

PAL Group. Abu Dhabi, UAE | Feb 20' – Dec 21'

- Maintain marts ADDC/ Etisalat bills records. Prepare different invoice payment requisitions.
- Coordinating with the bank for New Joiner's bank account opening and KYC updates.

- Update Payroll data in case of new joiners, promotion and separation.
- Preparing marts employees offer letters.
- Prepare payroll for mart employees, disburse salary through bank transfer (WPS & Non-WPS)
- Direct meetings per month between payroll, accounting, and HR managers to identify and alleviate ongoing issues.
- Cash handling cash collected from head office, cash inflow and outflow, and payments to different vendors.
- Customer dealing with different types of suppliers.
- Calculated payroll deductions by accurately and processed payroll to meet preset requirements.
- Prepare LPO and payments for suppliers.
- Maintain marts license, tenancy contract and other document records.
- Handled day-to-day running of all marts tasks, ensuring high levels of productivity and progression.
- Arrange resident card and visa information of all the staff at Mart.
- Managing the Liaising work with PRO on employee visa processing.
- Maintain petty cash and monthly cash balancing.
- Maintain leave record emergency/unpaid leave settlement.

Assistant Manager- Operations

Bank Islami Limited, Pakistan | May 15' – May 19'

- Supervised of account opening & and closing as per the general banking operation manual.
- Share the weekly report to the compliance department for one million and above transactions
- Update Monthly KYC report and submit to Head Office.
- Instructions, stop payment, vigilant on CDD/EDD as per AML policy.
- Ensured all CBC(s) are done on withdrawals and consolidated report shares with HO.
- To check compliance for audit purposes, rotated to different branches to identify the gaps.
- Re-profiling of existing business account to update KYC system and to do AML assessment for compliance team to review it
- Providing documentation evidence during Audit or management in case of queries for branch and other expenses.
- Manage/supervise of cash counter, clearing remittances, ATM reconciliation, and adjustment of customers' accounts.
- Coordination with regulatory and Bank's internal audit department for resolution of exceptions Monitoring cash inflow outflow availability of cash at counters, value dated transactions and arrangement of cash from HO.
- Monitoring the desk of terms deposit, premature/ maturity of terms deposit as per bank policy.
- Reconciliation of inter-branch transactions and adjustment thereon.
- Manage branch administration works.

Universal Service Associate

Dubai Islamic Bank, Pakistan | July 12' – Aug 15'

- Ensuring online entries in GL suspense accounts.
- Preparation of pay orders and other relevant tasks.
- Processing account opening and closing and maintaining KYC reports.
- Processing of Western Union transactions.
- Able to handle large amounts of cash efficiently and accurately
- Processing remittance unit, express money system, and Western Union system.
- Monthly reporting, including ITRS (SBP returns).
- Created monthly report of dormant accounts and share with Head Office.
- Responsible for overall operations of the cash department including, handling clearing.
- Dealing and payments in foreign currency.

- Cash notes sorting (cuts/mutilated/soiled) and surrendered to main branch.
- Vault handling.
- ATM – replenishment, reconciliation, balancing.
- Utility bills receiving
- Online receiving & payments.

Officer- Cash Operations

Burj Bank, Pakistan | July 10' – June 12'

- Payment and Receiving
- Utility Bills Receiving
- Online Receiving & Payments
- Dormant Account List, Expired CNIC List & Delivered the letters.
- Preparation of Pay orders and other Relevant Task
- Processing of Western Union transactions.
- Practical experience of processing and controlling a cash book.

COMPUTER EDUCATION

- Symbol
- I-Flex System (FCC & Flex Cube)
- ITRS
- Ms. Office
- Certificate in accounting software Peach-tree, Tally, Quick Book

LANGUAGES

- English Professional
- Urdu Native

PERSONAL INFORMATION

- Marital Status: Married
- Date of Birth: March 01, 1984