

ABOUT ME

AML Specialist, KYC Analyst and **Customer Onboarding Analyst:** create a sound internal controls and monitor adherence to them. Qualified Branch Manager with over all 15+ years of comprehensive experience in the financial services industry, with an exceptional track record of heading the SWIFT, AML/CTF, **Skilled in Business Relationship** Management, Customer Service, KYC, Remittances, Online Money Remittances and Forex, seeking a challenging and professionally rewarding position to contribute my accrued expertise towards the enhancement of the organization.

LANGUAGES

ENGLISH

HINDI

MALAYALAM

DRIVING LICENSE

Driving license category VALID UAE DRIVING LICENCE

PERSONAL DETAILS

Date of birth 03/04/1985

Nationality Indian

Marital status Married

JOMON LAPPILLIL VARKEY CERTIFIED ANTI-MONEY LAUNDERING SEPCIALIST

Sharjah, United Arab Emirates +971556370141 jomonmba@gmail.com

WORK EXPERIENCE

GCC EXCHANGE SHAR JAH Oct 2021 - Present

UAE EXCHANGE

UAE EXCHANGE

UAE EXCHANGE

Mar 2008 - Jul 2008

UAE EXCHANGE

Jul 2009 - Jan 2013

Abu Dhabi

CENTRE

Abu Dhabi

Feb 2013 - Nov 2014

Dubai

Nov 2014 - Mar 2020

CENTRE

DUBAI

Branch Manager

I am currently working as the Branch Manager for the financial banking institution and I have been in this role since October 2014. My main responsibilities in this role include the management of the branch and ensure best customer service. Directing and ensuring all operational aspects including day to day operations, Customer Relationship Management (CRM), human resources, administration and sales, Successful internal control practices implemented, maintain financial objectives and business plans, Budget management.

Branch Manager

Handling multiple operational responsibilities in the retail store driving business generating revenue. Direct all operational aspects including day to day operations, Customer Relationship Management (CRM), human resources, administration and sales, Successful internal control practices implemented, maintain financial objectives and business plans, Budget management. Assisting sales

representatives as required, Executing directives from the head office.

Assistant Branch Manager

Ensured smooth functioning of branch operations and customer service with the use of the team players. Playing leader's a vital role to manage a good balance between customer experience and operations and continue to look for opportunities to improve processes and branch performance. Supervising all retail sales and services of the branch, preparing roster, reports, handling High profile customers and providing best service, and looking all correspondence, maintaining a good relationship with customers, and organizing meetings and conferences.

Branch Compliance Officer/ Cashier

Processing transactions, accepting and receiving cash from customers & handling foreign currency buy and sell, Responsible for all cash and interacting with customers to collect payments and provide change and a receipt for a customer's transactions. Additional duties may include requesting foreign currency depends on customer requirements, FC booking, Follow our process and procedures with compliance. Verifying KYC and High Value Transactions documents.

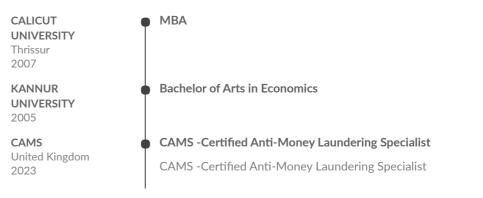
Branch Supervisor + Branch Compliance Officer

Key Roles performed:

^a Worked as a Foreign Currency Cashier in US Embassy in ABUDHABI as part of providing services to the employees in the embassy. [□] Encashing of US Embassy cheques by directly dealing with the customers and then forwarding the particular cheques to SCB bank in USA to clear the cheques. ${}^{\Join}$ Promoted as a Branch Compliance Officer (AML) - Ensuring the implementation of Anti-money laundering policy & procedures of the company in the branch operations and reporting anomalies to the Chief Compliance Officer of the company. [□] Supervise all operational aspects at the counter, Assist all the staff in the day to day operations of the branch. Ensure that all new staffs are

	given proper training on the operations before allowing them to work on their own
TRANSWORLD PROPERTIES INTERNATIONAL Abu Dhabi Nov 2007 - Jun 2008	Leasing ExecutiveJob ProfileStrong communication and negotiation ability to close the deal Leasing the flats, buildings, villasPresenting properties, Villas, Flats and provided amenities in a positive light to prospective tenants Preparing the sales report.Working knowledge of real estate law and leasing practices & Giving Training the new staff Proven track of successful sales record, explain pricing and lease terms, process rental applications and negotiate lease renewals
JRG SECURITIES Calicut May 2007 - Nov 2007	Business Development Officer Academics:

EDUCATION



SKILLS

OPERATIONS

LEADERSHIP

RELATIONSHIP MANAGEMENT

COMMUNICATIONS

MANAGEMENT

CUSTOMER SERVICE

FINANCIAL SERVICES

CUSTOMER EXPERIENCE

TEAM BUILDING

SALES

CUSTOMER RELATIONSHIP MANAGEMENT

BUSINESS DEVELOPMENT

RETAIL SALES

BUSINESS RELATIONSHIP MANAGEMENT

PUBLIC SPEAKING

HOBBIES

SOCIAL WORK, PUBLIC SPEAKING, CRICKET, TRAVELING.