

Muhammad Arbab Arshad Khan



Contact

Address:

AL Murraqqabt AL Wasl Building
near Hyatt Place, Dubai

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Marital Status:

Single

Birth Date:

12-Oct-1998

Nationality:

Pakistan

Additional Skills

- MS Excel- VLOOKUP formula
- MS Word
- Compliance Understanding
- IEMS Query/ Go AML
- Regulatory Compliance
- Team Leadership

Professional Summary

Experienced and driven Compliance Analyst with a proven track record of helping to lead companies by ensuring they are functioning in complete Compliance with all national and international rules and regulations. I possess excellent communication skills, allowing for the cultivation of positive and mutually beneficial business relationships, while keeping strong ethics at the forefront of my goals. I bring forth a superior knowledge of Compliance laws and regulations, as well as standard business law.

Work Experience (4.1)

May 2023 - Present

AL Ghurair International Exchange, Dubai

Compliance Analysts

- Establish and maintain appropriate AML /CFT policies, procedures and controls.
- Screening daily Inward/Outward/Forex/High risk Country/High risk Nationality Alerts.
- Ensuring the CFT finance activities, Business profits, Charitable organizations, Illegal activities trafficking in weapons, Drugs and Kidnapping.
- Ensure day-to-day compliance of the business against internal AML/CFT policies and procedures.
- Act as the key contact point regarding all AML/CFT related matters/queries from the Central Bank and any other competent authorities.
- PEP Screening and making all the reports of the Political Expose Person.
- Submit suspicious Transactions Reports to the FID in a timely manner.
- Cooperate with and provide the FID with all information it requires fulfilling their obligations.
- Making daily/Monthly compliance reports and merging with the audit reports.
- Making Annual KYC with the correspondents BDO/Axis Bank/UBL/ etc.
- Develop and execute AML/CFT training programs considering all relevant risks of AML/FT and financing illicit organizations including the ways/means for addressing them.
- Making Master files of GPSSA/WPS and Amendments.
- Expert in IShield ISTR/CDD/CID/EDD along with the World Check (WC).

Nov 2021 - Jan 2023 (1.4 Years)

AA Exchange Company (Pvt) Ltd, Pakistan

Compliance Officer

- KYC and CDD of High Risk new to bank (NTB - HRA) and KYC review of existing accounts.
- Access and handling SWIFT Side viewer for providing information related to money laundering and financial intelligence to Regulators.
- Performing a High Risk Assessment, analysing current risks, and identifying potential risks that are affecting the company.
- To ensure the various prescribed AML Alerts.
- To review CDD/CFT/KYC/AML policy of the exchange periodically for updating instructions/guidelines issued from time to time.
- Arrange to retain all necessary supporting Documents for transactions, KYC, Monitoring, Suspicious transactions reporting and AML training.

Feb 2020- Sep 2021 (1.7 Years)

Habib Bank Limited, Pakistan

- Inpage
- Adobe Photoshop
- Web Graphics and Designing
- English typing 30 words per minutes.

Compliance Officer

- Ensuring their organizational and business processes comply with government regulations
- Reviewing the adequacy of Customer Due Diligence (CDD), Know Your Customer (KYC), Source of Funds (SOF), Client Information, Customer Identification (CID), Enhanced Due Diligence (EDD).
- To Review and investigate suspicious activity reports and submit reports as a Nominated Person, where needed.
- In conjunction with the AML Officer, ensure independent reviews are completed for higher risk transactions and client relationships at (Onboarding and periodic review) in line with policy requirements. To escalate exceptional transactions or relationships to the CCO/ MLRO. Compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Implementation of Transaction Monitoring and Compliance typologies in payment system of HBL.

Education

Oct-2016 to Dec-2020

Islamia University of Bahawalpur

BS English Literature & Language (4 Years)

- English Literature
- Linguistics - Phonetic Transcriptions/ Phonology
- English Compulsory
- Statistics
- Accounting

2014 to 2016

Government Sadiq Egerton College Bahawalpur

Intermediate in Arts:

- English Literature and Linguistics
- Sociology
- Psychology
- History of Islam

2012 to 2014

Moon System of Education Bahawalpur

Matriculation in Science

- Chemistry
- Physics
- Biology

Languages

English	— Proficient
Urdu	— Native
Hindi	— Advanced
Arabic	— Beginner

References

Will be furnished on demand.