



Aryakrishnan K G

Details

206, Al Hamri Bldg, Al Nahyan,
Abu Dhabi
United Arab Emirates
058 947 9626
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Skills

Microsoft Excel
KYC/CDD Procedures
AML Regulations
Risk Assessment
Customer Verification
Documentation and Reporting
Data Entry and Management
Communication and
Collaboration

Languages

English
Hindi
Malayalam

Profile

Diligent and detail-oriented KYC Analyst with a comprehensive understanding of AML and KYC regulations. Seeking a challenging position to contribute my expertise in customer due diligence, risk assessment, and compliance. Bringing expertise in data management, analysis, and reporting to contribute to the efficient operation of the organization.

Employment History

Associate – Data Quality & Document Remediation CIBG, ABU DHABI COMMERCIAL BANK

MARCH 2023 – PRESENT

- Conduct thorough customer due diligence (CDD) reviews to ensure compliance with AML and KYC regulations.
- Analyze and verify customer information and documentation, including identity, source of funds, and beneficial ownership.
- Conducted data entry and verification to ensure data accuracy and completeness
- Verified customer identities on internal softwares to ensure compliance with KYC regulations
- Maintained up-to-date knowledge of KYC regulations and best practices
- Stay informed about changes in AML and KYC regulations and update internal procedures accordingly.
- Collaborate with project teams to collect, review, and process project-related documentation.

Administrative Assistant, Ajinorah Global Ventures & Institutions Trivandrum

AUGUST 2021 – MAY 2022

- Handling the complete procedure of new Admission, answering queries of all applicants and guiding applicants on rules and regulations.
- Perform general office duties such as maintaining records updating management systems
- Schedule meetings and maintain calendar via Outlook
- Arrange staff meetings
- Supervise and train clerical staff to coordinate administrative assistants and their tasks.
- Expense management which includes timely submitting of expense reports, providing monthly accrual information and coordinating department expense reports for approval

Customer Service Executive, AL Ahalia Money Exchange Bureau, Abu Dhabi

AUGUST 2017 – DECEMBER 2018

- WPS Filing
- Collecting documents for company creation, employee registration, ATM cards, etc.
- Creating the new employee reg. files, IBAN Account Creation, Account number updating files etc.
- Doing the cheque entry, cash entry, Account transfer etc.

- Creating the SIF files / Uploading salary files.
- Creating the daily report, renewal report etc.
- Handling various products (MoneyGram, Express money, EZ Remit, IME, AFM, etc.)
- Attended FERG Training and AML Training (Scored 14/15)

Management trainee (3months), UAE EXCHANGE co.

- Running process to clear and settle transactions
- Monitoring the activity and reports of daily transactions
- Excelled in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Communicating with the customer frequently to understand the satisfaction

Education

Bachelor of Business Administration, UNIVERSITY OF MADRAS

2011 – 2013

Personal Information

Date of Birth : 12/08/1993

Nationality : Indian

Marital Status : Married

Visa Status : Spouse Visa