

Arun Krishnan R

+971 58 136 1105

arunkrishnan1103@gmail.com

Jumeirah Village Circle, Dubai, UAE

EXPERIENCE

October 2022 - December 2023

ACOTOMAN INDIA PVT LTD

KYC ANALYST

- Responsible for ensuring firms clients comply with AML and KYC regulations.
- Reviewing client identification documentation, proof of address and other documentation that verify the client's identity.
- Conducting due diligence on client's business activities, source of income and financial transactions to assess the risk of ML and TF.
- Identifying and reporting suspicious activities to the appropriate authorities.
- Maintaining client records and also preparing suspicious activity reports if identifies suspicious activity.
- Providing training to staff on how to identify and report suspicious activity.

June 2016 – August 2022

UNIMONI EXCHANGE LLC | Qatar

Retail Sales & Service Officer

- Providing outstanding service to branch customers and build support while performing their transactions.
- Carrying Out EDD for new onboarding corporate/individual customer.
- Maintain high level of knowledge in AML/CFT compliance and industry standards.
- Strictly following AML rules, policy, and procedures of the company wherever applicable.
- Verify the Documents to ensure completeness, quality, and veracity. Review on-boarding documents and provide sign-off before submitting to Manager in Charge for approval.
- Maintain appropriate records and arrange monitoring of suspected transactions regularly.
- Visits customer office/premise with regards to KYC CDD/EDD of a corporate client.
- Collecting and verifying all the necessary KYC documents with regards to corporate customer on-boarding.
- Onboarding the corporate customer in the Intelx system with accurate and complete information.
- Ensure the data quality of the customer KYC and remittance details.
- Making corporate transactions with all the supporting documents.
- Experience in handling petty cash, preparing vouchers and accounts payable.
- Responsible for preparing and sending documents to GWC.

June 2015 - December 2015

GREENWICH INVESTMENT | Dubai

IT Support

- Excellent telephone skills and good ability to use Remote Access.
- Good analytical skills and troubleshooting abilities.
- Patient and able to walk customers through troubleshooting and repair process.
- Strong knowledge of viruses and hardware issues.

PROFESSIONAL SUMMARY

CAMS Certified Compliance Officer. Diligent professional with remarkable experience in a leading financial service organization in Qatar. Possessing extensive knowledge in AML/CFT guidelines and international standards. Seeking forward in financial sector to build a challenging career in the field of AML Compliance.

EDUCATION

ANNAMALAI UNIVERSITY

- MBA HRM (2023)

DR CV RAMAN UNIVERSITY

- BCA (2011-2014)

CERTIFICATIONS

CERTIFIED ANTI MONEY LAUNDERING SPECIALIST- CAMS. ACAMS APRIL 2023

IT SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Amigo
- Intelex
- Ccna
- Hardware

PROFESSIONAL SKILLS

- Highly self-motivated and hard working
- Possess strong verbal communication skills.
- Ability to handle multiple tasks.
- Adapt in any society and work with different people in different culture and background.
- Good learning and listening ability.
- Learn quickly and able to work under pressure.

PERSONAL DETAILS

- Name: Arun Krishnan R
- Mobile: +971 58 136 1105
- Email: arunkrishnan1103@gmail.com

2009-2010

HINDUJA GLOBALS | India
Process Associate

- Responsible for collecting production data and enter the Database.
- Responsible for identifying weaknesses in the production process.

2007-2008

METLIFE INSURANCE | India
Sales Representative

- Cold calling, tele sales.
- Briefing about product benefits and details and closing the deal.

REFERENCE

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|----|------------------------|--------------------------------|
| 1) | Ms. Lekshmi | +919446067767 (Acotoman India) |
| 2) | Mr. Murali Krishnan N | +919809747307 (Acotoman India) |
| 3) | Mr. Christopher Santos | + 97466020419 (Unimoni Qatar) |
| 4) | Mr. Murali Krishna | +97433474254 (Unimoni Qatar) |

LANGUAGES

- English: Proficient
 - Hindi: Proficient
 - Malayalam: Proficient
 - Tamil: Proficient
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