



SHAHBAS K B

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Technical skills

- ❖ Tally ERP 9
- ❖ MS office
- ❖ ERP
- ❖ data analysis

Linguistic Skills

- English – S,W,R
- Malayalam - S,W,R
- Arabic – W,R
- Hindi –R, W
- Tamil – S

Personal information

Date of birth : 17/03/1997

Father's Name : Bakker. U

Sex : Male

Nationality : Indian

Religion : Muslim

Blood group : B+ve

Marital status : Single

Hobbies

- Exploring
- Food Hunt
- Read

Career Objective

A highly motivated and CAMS-certified compliance professional with a passion for ensuring regulatory compliance. Seeking a junior level Compliance Officer role where I can apply my expertise in AML/CFT practices and contribute to maintaining the integrity of financial systems while continuously expanding my knowledge and skills in compliance."

Experience

AL ANSARI EXCHANGE LLC (August 2022 – Present)

Operations Executive (Payment orders, SWIFT verification and international remittances)

Essential functions and basic duties:

- Adhere to the Anti-Money Laundering Policies and Procedures of the company in conjunction with the Central Bank of UAE and the Federal Law of UAE.
- Verifying the accuracy and completeness of payment orders, ensuring they comply with regulatory requirements and internal policies.
- Conducting sanctions screening and anti-money laundering (AML) checks on SWIFT messages and payment orders to identify and prevent illicit transactions.
- Investigating and resolving any discrepancies or suspicious activities identified during payment order processing.
- Collaborating with compliance and AML teams to implement and enforce policies and procedures to mitigate compliance risks.
- Monitoring transactions and activities for any suspicious or unusual behavior that may indicate potential compliance risks.
- Verifying the accuracy and completeness of SWIFT message content, including beneficiary information, payment instructions, and transaction details.
- Staying updated on changes in regulatory requirements and industry best practices related to payment processing.
- Verifying KYC documents for both corporate and individual customer.
- Accepting compliance inquiries from different correspondent agents and coordinate with AML/Compliance department for the timely response.
- Evaluating unusual pattern in transactions (Structuring/splitting) and informing concerned department.
- Prepare and process Payment Orders for various International Bank transactions across various currencies through SWIFT, API & Portal using MT103 etc.
- Responsible for processing SWIFT messages such as MT199, MT999, MT192 and MT195 to all partner banks.
- Sorting bank statements from all partner banks and forwarding the same to accounts dept. (MT 940/950) whenever required.

BANK OF NEW YORK MELLON (BNY Mellon) operations India private limited, Chennai

(July 2020 – April 2022)

Operations executive (Rep. Client processing)

Duties and Responsibilities

- Authorization and approval of payments
- Calculations of taxes for clients
- Preparation of different reports
- Reversal, stop and reissue of payments
- auditing of payments in weekly and monthly
- Identification of errors and escalating them to top management
- Trainings to new joiners.

Educational Qualification

- ⇒ **Certified Anti-Money Laundering Specialist (CAMS) - 2024**
- ⇒ **Master of Business Administration (finance/Hr)- Elijah Institute Of Management Studies- Calicut University – 2019**
- ⇒ **B COM (Finance) – MTM College Ponnani- Calicut University -2017**

Internship and training

Company Name : **Sitaram Ayurveda Limited**

Thrissur

Position : **Management Trainee**

Duration : **October 2019 – March 2020**

Achievements and recognitions

- ⇒ Successfully completed **Advanced Anti-Mandatory Laundering (Online)** training from Al Ansari Exchange.
- ⇒ Attended various **ACAMS webinars**.
- ⇒ Awarded “best employee of the month” from BNY Mellon
- ⇒ Successfully completed the “**Basics of GST for Business**” course from **Mojoversity**
- ⇒ Completed the one day workshop on “**Foundation programme in capital market**” Conducted by Hedge School of Applied Economics.
- ⇒ Complete the Value added course on ‘**Labour Laws for Managers**’ at Elijah IMS.
- ⇒ **Coordinator of TMA** (Thrissur management association)-ELIMS student chapter.
- ⇒ Participated in various **National level and state level Management fests** usually for finance activities, best management team, HR activity and won several certificate
- ⇒ Complete **startup India learning program** course.

Declaration

I hereby declare that the above given information are true and correct to the best of Knowledge and belief.

Date:

Yours Faithfully

Place:

SHAHBAS