

SUHAIL NAZEEM

KYC Analyst | Customer Service Executive

Profile

Experienced KYC Analyst with a strong background in client onboarding, risk assessment, and regulatory compliance within the banking industry. Skilled in verifying client identification documents, conducting thorough due diligence checks, and monitoring transactions for suspicious activities. Proven ability to maintain accurate records and ensure adherence to KYC regulations. Seeking to leverage my expertise to contribute effectively to a dynamic financial institution.

Work Experience

Dec 2019– Jan 2024

Travelex Emirates Exchange | Dubai, UAE

Retail Sales Consultant

- Responsible for conducting accurate transactions, including identity verification and risk assessment based on financial activities.
- Continuously monitor client transactions for suspicious activities and red flags related to money laundering or terrorist financing.
- Ensure compliance with regulatory guidelines and policies concerning KYC/AML procedures.
- Promptly report any suspicious activities or transactions to relevant authorities or internal compliance teams
- Proactively engage with airport travelers to understand their foreign currency needs and promote currency exchange services.

Apr 2018 – Nov 2019

Sharaf Exchange LLC | Dubai, UAE

Branch Supervisor | Customer Service Executive

- Responsible for conducting accurate transactions, including identity verification and risk assessment based on financial activities.
- Continuously monitor client transactions for suspicious activities and red flags related to money laundering or terrorist financing.
- Ensure compliance with regulatory guidelines and policies concerning KYC/AML procedures.
- Promptly report any suspicious activities or transactions to relevant authorities or internal compliance teams
- Conduct accurate and efficient currency exchange transactions for customers, ensuring adherence to established rates and policies.

Aug 2015 – Jan 2018

HSBC Sri Lanka | Colombo, Sri Lanka

KYC Analyst

- Onboarding new clients by verifying their identification documents and conducting background checks.
- Assessing client risk levels based on financial history, source of funds, and business activities.
- Monitoring client transactions for suspicious activities to prevent money laundering and illegal financing.
- Ensuring compliance with regulatory requirements and staying updated on changes in KYC procedures.
- Maintaining accurate records of client information and due diligence documentation for audits and regulatory purposes.



CONTACT

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EDUCATION

St.Sylvesters' College Kandy, Sri Lanka

A Levels in Commerce

Completed in 2014

- Covered principles of accounting, financial statements, and accounting procedures.
- Explored fundamental concepts of business, including management, marketing, and organizational structures.
- Analyzed micro and macroeconomic principles, supply and demand, and economic policies.



EXTRACURRICULAR ACTIVITIES

Professional Physique Athlete

- Pro Card Winner at Gulf amateur championship WNBf UAE 2024
- Pro Card Winner at Mumbai Classic ICN India 2022

Rugby Player – College Years (2009–2014)

- Contributed to the college rugby team from 2009 to 2014



SKILLS

- **Regulatory Compliance:** Proficient in AML regulations and KYC procedures.
- **Risk Assessment:** Skilled in assessing client risk levels accurately.
- **Due Diligence:** Experienced in verifying client information and conducting background checks.
- **Transaction Monitoring:** Proficient in identifying and escalating suspicious activities.
- **Communication:** Effective in collaborating with teams and stakeholders, and presenting findings.