

ASHIK THALAKKAL (CAMS)

COMPLIANCE ASSOCIATE

ABU DHABI, UAE | INDIAN | 0545179727 | ashikt1225@gmail.com

[linkedin.com/in/ashik-cams1](https://www.linkedin.com/in/ashik-cams1) | Employment Visa | Valid UAE driving license



Objective

Detail-oriented Branch Due Diligence Officer with Certified Anti-Money Laundering Specialist Certification (ACAMS). Expertise in regulatory compliance, and exceptional customer service. Meticulous record keeper excelling in reconciliation, reporting, and audit support for seamless operations, seeking a challenging and rewarding career in a reputable organization where I can exercise my knowledge and skills and to be a member of a professional team to give the best of abilities to the organization

Experience

ALFARDAN EXCHANGE LLC 2021-PRESENT – UAE

Branch Due Diligence Officer

- Oversee branch compliance and verification procedures
- Ensuring compliance with money laundering procedures and following bank security
- Conduct reviews of customer profiles and transactions to ensure compliance with AML regulation
- Responsible and accountable for each customer due diligence
- Monitor and ensure adherence to regulatory guidelines and standards
- Streamline processes to enhance efficiency in compliance and remittance operations
- Foster a customer-centric approach in all dealings to build strong relationships.
- Manage both inward and outward remittances
- Facilitate the purchase and sale of foreign currencies
- Execute salary disbursement under the Wages Protection System (WPS)
- Drive new business growth by presenting direct and third-party products to customers
- Address customer queries and complaints, referring them to the relevant internal resources for resolution
- Implement effective customer service strategies to enhance satisfaction and loyalty
- Carry out smooth and error-free transactions within the branch, ensuring all activities are completed within timescales and with a high degree of accuracy.
- Respond to customer requirements/complaints in a timely and professional manner.
To provide correct & complete information to every call, chat, tickets, request and email that is assigned.

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Admin Cum Accountant

- Administered accounts payable and receivable functions
- Oversaw petty cash management & supervised reimbursement procedures
- Produced bank reconciliation statements to ensure financial accuracy
- Documented daily journal entries and maintained balanced books of accounts
- Compiled weekly and monthly reports, encompassing profit and loss statements, balance sheets, and comprehensive debtor and creditor details

Education

Master Of Business Administration 2019 - Mangalore University

Bachelor Of Commerce 2017 - Kannur University

Certified Anti-Money Laundering Specialist – ACAMS

Skills & abilities

- Team Work
- Work Ethic
- Analytical Skills
- Relationship Management
- Decision-making
- Customer Service
- Problem Solving Ability
- Hardworking
- Positive Attitude
- Internet & Email
- MS OFFICE

Languauge

- ENGLISH- PROFESSIONAL
- MALAYALAM- NATIVE LANGUAGE
- HINDI- PROFESSIONAL
- ARABIC- MANAGEABLE