

**Mohammed Hashir Rahman**

**Compliance Associate**

Sharjah, UAE

Phone: +971568577681 | Email: hashirrahman007@gmail.com

LinkedIn: [www.linkedin.com/in/hashir-rahman-81b387240](https://www.linkedin.com/in/hashir-rahman-81b387240)

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## **Professional Summary**

Detail-oriented and proactive Compliance Associate with extensive experience in AML, KYC and regulatory compliance. Adept at conducting audits, implementing corrective actions, and maintaining internal policies to ensure adherence to external regulations and industry standards. Proven ability to collaborate with cross-functional teams to identify and address compliance issues, provide training, and ensure ongoing compliance with evolving regulatory requirements. Seeking to contribute to an Audit Department's mission of excellence in compliance and regulatory adherence.

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## **Work Experience**

### **Branch Compliance Officer**

*Al Fardan Exchange LLC, Abu Dhabi, UAE*

*July 2020 - May 2024*

- Conducted regular compliance audits and assessments, identifying areas of non-compliance and implementing corrective action plans.
- Collaborated with internal departments to resolve compliance issues and ensure adherence to regulatory frameworks.
- Verified completeness and accuracy of client information in Risk Verification Forms (RVF) to ensure proper risk classification.
- Cross-checked client information against sanctions lists and high-risk watchlists to ensure regulatory compliance.
- Ensured continuous monitoring and updating of RVF documents based on client risk profile changes.
- Conducted in-depth assessments of high-risk clients through Enhanced Due Diligence (EDD) forms, ensuring thorough background checks.
- Verified source of funds and wealth for high-risk clients to mitigate financial crime risks.
- Ensured detailed documentation and record-keeping of all EDD processes in compliance with legal and regulatory requirements.
- Provided regular internal reports to senior management regarding RVF and EDD verification processes.

- Conducted periodic audits of RVF and EDD forms to ensure adherence to compliance standards.
  - Trained staff on KYC, RVF, and EDD verification procedures to maintain compliance.
  - Coordinated with regulatory authorities, sharing relevant documentation for audits and investigations.
  - Communicated with clients to obtain clarification and additional information for the completion of RVF and EDD forms.
  - Assisted in risk-based decision-making regarding the establishment or termination of business relationships.
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### **Accounts and Finance Associate**

*Al Fardan Exchange - Sole Proprietorship LLC, Sharjah, UAE*

*May 2024 - Present*

- Supported audit and compliance functions by ensuring accurate financial reporting and bank reconciliations in alignment with regulatory standards.
  - Assisted in developing and updating internal policies and procedures to ensure compliance with financial regulations.
  - Coordinated with HR and internal departments to ensure compliance with financial regulations in staff-related processes.
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### **Teller**

*Al Fardan Exchange LLC, Abu Dhabi, UAE*

*April 2017 - May 2024*

- Processed financial transactions in compliance with AML and regulatory requirements, maintaining appropriate records for auditing.
  - Assisted in training and onboarding customers, ensuring adherence to KYC protocols during account setups and remittance services.
  - Supported internal audits by providing necessary documentation and assisting with cash handling and transaction processing compliance reviews.
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## Education

### **Master of Business Administration (MBA), Human Resources Management**

*Buckinghamshire New University, UK - Dubai*

*March 2021 - July 2022*

### **Bachelor of Commerce**

*Bharathiar University, Abu Dhabi, UAE*

*March 2016 - May 2019*

### **Higher Secondary Certificate (HSC)**

*Indian Public High School, Ras Al Khaimah, UAE*

*March 2015 - March 2016*

### **Secondary School Certificate (SSC)**

*Al Noor Indian Islamic School, Abu Dhabi, UAE*

*March 2012 - March 2014*

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## Skills

- AML Compliance & Risk Management
  - KYC & PEP Screening
  - Regulatory Compliance (CBUAE, UAE Central Bank Guidelines, FATF, etc.)
  - Audit & Compliance Monitoring
  - Regulatory Reporting & Filings (SAR, STR)
  - Enhanced Due Diligence (EDD)
  - Training & Staff Education on Compliance Matters
  - Attention to Detail & Analytical Problem-Solving
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## Certifications

- **Association of Chartered Certified Accountants (ACCA)** - Currently pursuing  
*Abu Dhabi, UAE*
- **Certified Anti-Money Laundering Specialist (CAMS)** - Currently pursuing  
*Abu Dhabi, UAE*