

NIYAS AHAMED

Compliance Assistant

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Location: Dubai, UAE

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SUMMARY

Experienced Compliance Assistant at First Gulf Exchange Centre, Dubai, with expertise in compliance management, cash handling, and branch operations. Skilled in financial reporting, risk assessment, fraud prevention, and regulatory adherence. Certified Anti-Money Laundering Specialist (CAMS) with a strong understanding of AML regulations. Proven track record in team leadership and enhancing customer service. Dedicated to maintaining operational efficiency while ensuring compliance. Seeking a Compliance Assistant role to leverage my skills in a dynamic organization.

EDUCATION

Bachelor of Commerce

Bharathidasan University, Trichy | 2004

CAMS

Certified Anti-Money Laundering Specialist,
ACAMS

CERTIFICATIONS

- **AML UAE Certificate (Oct 2024)**
- **Enterprise Risk Management**
- Crowe Institute (Sep 2024)
- **Certificate in AML & Compliance**
- Hayford Integrated Training Institute
DMCC (Sep 2024)
- **Certificate in Anti-Money Laundering (AML) 360**
- Heyford Integrated Training Institute
(Feb 2024)
- **International Compliance Association**
- Certificate of Attendance (Nov 2023)
- **Tally** – Jan 2020
- **AML Fundamentals & UAE's AML Laws**
- MNR Talent and Skills Development
Institute (Jan 2019)
- **AMLCFT & Due Diligence** – Foreign
Exchange and Remittance Group (Jan
2019)
- **Diploma in Computer Applications (DCA)** – Jan 2020
- **Diploma in Computer Hardware Application (HDCA)** – Jan 2008
- **Typewriting (Lower)** – Jan 2000

SKILLS

- Regulatory Knowledge
- AML (Anti-Money Laundering) Regulations and Compliance
- IEMS, GOAML Expertise

PROFESSIONAL EXPERIENCE

Compliance Assistant

First Gulf Exchange Centre, Dubai | Apr 2022 – Present

- Ensure compliance with regulatory requirements by monitoring transactions and customer interactions.
- Conduct periodic audits to ensure adherence to internal policies and external regulations.
- Implement and maintain anti-money laundering (AML) and counter-financing of terrorism (CFT) measures.
- Assist in developing and implementing compliance training programs for staff.
- Investigate and report suspicious activity to relevant authorities, as required.
- Provide compliance guidance to internal teams.
- Ensure compliance with data protection and privacy laws.
- Develop and update internal compliance policies and procedures
- Liaise with regulatory bodies to stay updated on changes to laws and regulations impacting the exchange industry.

Head Cashier & Branch Supervisor

National Exchange Company, Sharjah | May 2014 – Dec 2021

- Supervised daily operations of the branch, ensuring efficient workflow and adherence to company policies.
- Managed cash handling processes, including overseeing deposits, withdrawals, and balancing of cash drawers.
- Led a team of cashiers and customer service staff, providing training, performance feedback, and coaching to enhance customer service and operational efficiency.
- Ensured compliance with financial regulations, reporting requirements, and internal audit processes.

- Training & Education
- SAR Reporting
- Enhanced Due Diligence (EDD)
- Customer Due Diligence (CDD)
- Risk & Fraud Prevention Skills
- Policy Development & Enforcement
- Data Privacy & Security
- Investigations & Incident Management
- Cross-functional Collaboration
- Continuous Improvement
- Crisis Management
- Communication Skills
- Adaptability and Flexibility

TECHNICAL SKILLS

- Microsoft Office Suits: (MS Excel, MS Word, MS Power Point)
- Typing & Data Entry

PERSONAL INFO

- Nationality: Indian
- Visa Status: Employment
- License Details: Category: LMV (UAE & India)
- Languages: English, Hindi, Malayalam, Tamil, Urdu, Malay

Branch Supervisor & Customer Service

K.L. Remit Exchange S/B, Seremban | Jul 2009 – Sep 2013

- Supervised day-to-day operations of the branch, including overseeing customer transactions and ensuring compliance with internal procedures.
- Provided excellent customer service by resolving inquiries and issues regarding exchange rates, transactions, and services.
- Assisted customers in foreign exchange, remittance, and money transfer services, ensuring accuracy and efficiency.

Accounts Assistant

Fast Courier Service, Dubai | Sep 2006 – Apr 2009

- Assisted in managing company accounts, including accounts payable and receivable.
- Processed invoices, payments, and reconciled financial transactions with vendors and customers.
- Maintained accurate records of company financial transactions and provided reports to senior management.