

# KANCHAN KUMAR

ACAMS, CAMI, CRCMP



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📍 Dubai, UAE

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## REGULATORY COMPLIANCE AND ADMINISTRATIVE PROFESSIONAL

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**Profile in Brief:** Duly approved by CBUAE for senior management positions. Holding appropriate certifications and experience. Have more than 18 years of relevant experience in regulated financial sector. Working experience of Senior Management positions for more than 10 years. Has been CBUAE approved SMP since 2016. Experienced in handling regulatory audits, internal audits, using regulatory systems for reporting, SAR, STR, IRR. Skilled in developing, customizing and implementing various policies within the organization.

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### CAREER PATH

**Feb 2024 – May 2025**

**Tareeq Roma Gen. Trdg. LLC**

**Compliance Officer, Dubai**

**Responsibilities :** Performing all duties in adherence with the guidelines issued by the CBUAE for MLRO.

**Dec 2022 – Jan 2024**

**Sana'a Exchange Co.**

**Manager In Charge, Dubai**

**Responsibilities :** Performing all duties in adherence with the guidelines issued by the CBUAE which include but not limited to the following :

- Monitor business activities and take remedial actions for identified issues.
- Co-ordinate with authorities for reporting and other matters.
- Arranging and assisting Audit function on various departments.
- Monitor and supervise the staff performance.
- Conduct periodic assessments on all functions and advise the committees.
- Assess all audit reports and take remedial action for gaps identified.
- Regularly assess and check portal access (IRR, GoAML, IEMS, SACM, CMS, UAEPNG, etc)

**Oct 2020 - Dec 2022**

**Sana'a Exchange Co.**

**Compliance Officer, Dubai**

**Nov 2018 - Aug 2020**

**Dirham Exchange Co.**

**Compliance Officer, Dubai**

**Nov 2017 - Sep 2017**

**Al Nebal Intn'l Exchange**

**Compliance Officer, Dubai**

**May 2016 - Nov 2017**

**Brilliant Exchange**

**Compliance Officer, Dubai**

**Duties and Responsibilities as a Compliance Officer:** Performing all duties in adherence with the guidelines issued by the CBUAE which include but not limited to the following :

- Ensure day-to-day compliance of the business in line with internal AML/CFT policies and procedures.
- On-going monitoring of transactions to identify high-risk, unusual and suspicious customers/transactions.
- Conduct periodic internal audit and submit report to the management
- Preparing and submitting all periodic reports to CBUAE
- Regularly assess and check portal access (IRR, GoAML, IEMS, SACM, CMS, UAEPNG, etc)
- Establishing policies and procedures to interpret laws, regulations, Guidelines into the business and providing advice.
- Developing and maintaining robust AML control framework within organization.
- Conducting monitoring for potential money laundering and other breaches of conduct of business regulations.

- Establishing and maintaining accreditation and KYC procedures.
- Managing regulatory inspections and relationship with regulators.
- Identifying new regulatory developments and reviewing their impact on business.
- Provide training and support to management and employees on how to fulfil their regulatory duties.
- Assisting management in enforcing country regulations.
- Delivering Compliance Management reports and board reports.
- Overseeing Financial Statutory and regulatory reports are submitted within required deadline.
- Ensuring that the business and products are fully licensed and undertake license renewal where required.
- Receive Internal Suspicious Activity reports from employees and analyse them to take appropriate decisions to report to FIU.
- Cooperate with and provide the FID with all information it requires for fulfilling their obligations.
- Develop and execute AML/CFT training programs considering all relevant risks of ML/FT and financing illicit organizations including the ways/means for addressing them.
- Provide periodic reports to the Board of Directors and Compliance Committee on all AML/CFT issues.
- Arrange to retain all necessary supporting documents for transactions, KYC, monitoring, suspicious transaction reporting and AML training for the minimum period for record retention.
- Conduct regular gap analysis between the institution's existing AML/CFT Procedures and current Laws, Regulations, Notices and the Standards of the UAE in order to determine the extent of the Licensed Person's level of compliance.
- Act as the key contact point regarding all AML/CFT related matters/ queries from the Central Bank and any other competent authorities.
- Staying abreast of regulations and ensure new regulations are transmitted to the impacted stakeholders and compliance with changes are well understood and adhered to.
- Propose actions required to identify and address the identified gaps in audit reports.
- Prepare and submit Bi-Annual Compliance Reports to stakeholders and the regulatory body.

**Dec, 15 to May 2016**

**GCC Exchange**

**Manager, Dubai**

**Responsibilities :**

- Ensuring the implementation of company policies and procedures in branch.
- Stringent verification of KYC documents of individuals and corporate companies
- Reporting suspicious customer relations to senior managers for appropriate action.
- Conducting site visits of corporate customers during onboarding as per company AML policy.
- Verification of documents submitted with originals for all customers.
- Maintaining a detailed database and regularly updating KYC records on clients (individual and corporate) on KYC and diligence records.

**June, 15 to Nov 15**

**Mashreq Bank**

**Asst. Team Leader, Dubai**

**Responsibilities :**

- Train, guide and motivate team to advise customers on liability products as per guidelines issued by the organization.
- Ensuring the implementation of proper KYC and AML for documentary requirements.
- Adherence to procedures and utilization of risk mitigation activities to prevent Financial fraud or Loss.
- Provide guidance to customers for taking effective financial decision.

**Aug, 13 to May, 15**

**Assist India Co. Ltd.**

**Associate Manager , Amritsar**

**Responsibilities :**

- Assigned the responsibility for increasing customer base in the region.
- Train all staff periodically on updated KYC guidelines and procedures for all investment and insurance related cases.
- Ensure all branch operations are efficient and follow stringent compliance regulations to avoid

any regulatory risk.

- Conduct regular gap analysis between the norms issued and being practiced.
- Assist in the quarterly audit of company accounts.
- Ensuring proper record keeping for audit purposes.

**Jan, 12 to Aug, 13**

**Bajaj Allianz Life Insurance Co. Ltd.**

**Manager, Amritsar**

**Responsibilities :**

- Provide regular trainings to the sales and operations teams of channel partners (nationalized banks) for KYC and CDD regulations to be followed for all customers.
- Collaborate with sales teams to prepare reports and verify the reports for submission to senior management.
- Update and maintain proper record of all new and existing customers sourced through banks and third parties.
- Ensuring the implementation of AML procedures and KYC documentation, especially for NRI and HNI in accordance with company policy and regulatory norms.
- Expanding the customer base through assigned business partners.

**Oct, 09 to Sep, 11**

**Emirates International Exchange**

**Officer, Dubai**

**Responsibilities:**

- Ensure day-to-day compliance of the business in line with company objectives.
- Reporting to CEO regarding the KYC measures and marketing plans for Labour camps.
- Enlisting new labour camps for remittance activities through marketing team.
- Ensure proper KYC follow up for remittance transactions in camps.
- Ensuring physical verification of ID's submitted with the originals.
- Sourcing new areas for marketing of available services.
- Team up with WPS sales person and conduct site visits of potential customers.

**May, 07 to Aug,09**

**Aviva Life Insurance Co. Ltd.**

**Officer, Amritsar**

**Responsibilities:**

- Always adhering to companies KYC AML guidelines during official activities.
- Provide training and support to all sales executives and cash handling team.
- Ensure proper KYC guidelines in place for all team and customers.
- Verify the customer documents with originals collected for accurate profiling.
- Maintaining records and reporting to head office.
- Provide guidance to customers for taking effective financial decision.

**Nov, 04 to May,07**

**Birla Sunlife Insurance Co. Ltd.**

**Unit Manager, Ludhiana**

**Responsibilities:**

- Provide periodic trainings to the sales and operations teams of channel partners.
- Verify the customer KYC documents with originals for flawless verification
- On-going monitoring of transactions to identify high-risk, unusual and suspicious customers/transactions.
- Provide guidance to customers for taking effective financial decision.
- Maintaining records and reporting to management.

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**EDUCATION**

- **Graduated in B.Sc-Economics** from Guru Nanak Dev University, Amritsar, Punjab.
- Schooling from ARMY School, Amritsar ( Commerce Stream)

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## TECHNOLOGY

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Well versed with Internet usage and recent technologies in financial softwares like LivEx, Symex, Finnacle and in using online screening tools like Symex Trace, C6, Worldcheck.  
Proficient in Microsoft Office and Basic Hardware,.

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## TRAININGS & CERTIFICATIONS

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- **Certified Anti Money Laundering Specialist** - The Association of Certified Anti-Money Laundering Specialists - ACAMS
- **Certified Risk and Compliance Management Professional** – CRCMP from International Association of Risk and Compliance Professionals – IARCP
- **Certified AML KYC Compliance Officer** (Govt. Of India affiliated)
- **Certified Anti Money Laundering Investigator (CAML)** from Ponsun academy
- Certified for Advanced Anti-money Laundering & Counter Terrorism Financing (By FERG in association with Allied Compliance Consultants)
- Trained and certified for KYC and AML by IRDA, India (Twice 2004, 2015)
- Trained for AML and KYC guidelines in Banking and Insurance – India. (30+ sessions)
- Trained for Banking and Financial Regulations and Guidelines, Shariah compliance, and KYC, AML, CDD (Internal Certifications by Mashreq Bank, UAE)
- Regular Participations in FERG workshop on AML CTF

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## Personal Information

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Date of Birth	:	16 Oct 1981
Nationality	:	Indian
Marital Status	:	Married
UAE Driving License	:	Yes
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Professional references available on request.