

KAJAMOIDEEN AHMED

Alrigga , Dubai , United Arab Emirates
+971504547852 | abbasfaizal1965@gmail.com

Objective

Motivated and detail-oriented graduate in Computer Applications with 2 years of professional experience in the hospitality industry as a Night Auditor and Reservation Specialist. Proven ability in data validation, profile verification, and maintaining accurate records. Seeking to transition into a career in KYC and AML, leveraging strong analytical skills, attention to detail, and a commitment to compliance and data integrity. Eager to contribute to a dynamic financial or fintech environment that values precision and regulatory adherence

Experience

- **Landmark Hotels and Suites - Dubai** June 2025 - Present
Reservation Executive
 - Verified guest identity and documentation in compliance with UAE KYC regulations.
 - Monitored and assessed reservations for AML risks, including large cash payments and suspicious booking patterns.
 - Ensured accuracy of guest data in line with Dubai's regulatory requirements and company policies.
 - Flagged and escalated high-risk or suspicious bookings to the compliance and risk management teams.
 - Maintained detailed records of guest profiles and transactions to support AML audits and investigations.
 - Collaborated with front office and night audit teams for seamless and compliant guest onboarding.
 - Applied Enhanced Due Diligence (EDD) for high-value or high-risk reservations in accordance with UAE guidelines.
 - Stayed updated on local and international AML/KYC regulations impacting the hospitality sector.
 - Assisted in AML/KYC training initiatives to strengthen team compliance awareness.
- **Ramada by Wyndham , India** July 2024 - June 2025
Reservation Specialist
 - Collected and verified guest identification and contact details in accordance with KYC protocols.
 - Ensured compliance with AML regulations by monitoring high-value and suspicious booking transactions.
 - Conducted due diligence and flagged reservations involving high-risk regions, payment anomalies, or third-party bookings.
 - Maintained accurate guest profiles and transaction records to support AML reporting and audits.
 - Identified and escalated suspicious reservation patterns or payment behaviors to compliance and management teams.
 - Worked closely with the front desk and night audit teams to ensure a seamless handoff of verified and compliant bookings.
 - Applied Enhanced Due Diligence (EDD) measures for guests with large cash payments or unusual booking activity.
 - Participated in internal AML/KYC compliance training and maintained up-to-date knowledge of regulatory standards.
 - Cross-check billing details and guest identity to detect potential identity fraud or misuse of third-party credit cards.

- **VGP Golden Beach Resort , India**

June 2023 - December 2023

Night auditor, Front office

- Verified and validated guest profiles and reservation details to ensure accuracy and compliance with hotel policies, similar to identity verification processes in KYC.
- Reviewed and audited daily financial transactions including payments and invoices to detect discrepancies or unusual activity, reflecting AML risk monitoring practices.
- Maintained confidential guest information securely, adhering to data privacy standards and internal controls, in line with KYC/AML regulatory requirements.
- Investigated and resolved inconsistencies in transaction logs or guest profiles, demonstrating analytical and investigative skills vital for identifying suspicious behavior.
- Generated and submitted end-of-day financial reports, ensuring full transparency and documentation for compliance and audit purposes.
- Collaborated with front office and reservations teams to ensure consistent and accurate data across systems, akin to ensuring customer records integrity in KYC systems.
- Handled sensitive financial data with a high degree of accuracy and discretion, supporting trust and compliance frameworks.
- Flagged anomalies in booking patterns or payment methods, building a proactive mindset towards fraud detection and AML awareness.

- **Hotel Metro Manor , India**

Jan 2021 - June 2023

Front office associate Night Shift

- Check-In and Check-Out: Execute all check-in and check-out procedures efficiently..
- Payment Verification: Inform customers about payment methods and verify credit card information.
- Guest Registration:Collect necessary guest information, including contact details and stay dates.
- Complaint Resolution: Address client complaints in a timely and professional manner.
- Software Proficiency:Extensive knowledge of IDS and Sky HMS Cloud for effective operations.

Education

- **D.R.B.C.C.C**

2020

Higher Secondary School
60%

- **The New College**

2023

Bachelor of Computer Application
78%

Languages

- Tamil
- English
- Hindi

Skills

- Analytical & Attention to Detail
- Technical & Documentation Skills
- Regulatory Awareness
- Interpersonal Communication
- Teamwork & Integrity
- Documentation