

Ajay Kanaujiya

Branch In-Charge – Corporate Transactions And Compliance Specialist

✉ ajayielts2@gmail.com

☎ +971 54 7969592

📍 Al Nahda 2, Dubai

Profile

Detail-oriented and trustworthy Branch In-Charge with over 7 years of hands-on experience in corporate financial transactions, AML/CFT compliance, and branch operations across top-tier exchange houses in the UAE. Recognized for leading teams, mitigating financial risks, and ensuring full regulatory adherence. Demonstrated ability to supervise branches independently in the absence of branch managers, efficiently handling customer services, compliance audits, and cross-border remittances. Adept at balancing operational control with business development, delivering both compliance integrity and measurable growth.

Professional Experience

02/2023 – Present
Sharjah, UAE

Branch In-Charge

Al Fardan Exchange LLC

- Oversee all daily operations of a high-performing branch with a focus on corporate remittances and large-scale foreign currency transactions.
- Maintain 100% compliance with AML and CFT standards, coordinating closely with compliance officers and auditors.
- Frequently entrusted with full branch authority during Branch Manager's leave and off-days, demonstrating reliability and leadership.
- Led initiatives to streamline KYC documentation for corporate clients, reducing onboarding time by 25%.
- Mentored and trained team members on transaction monitoring tools, enhancing overall AML awareness.
- Played a key role in increasing foreign currency transaction volume by 15% through strategic customer engagement.

04/2022 – 02/2023
Sharjah, UAE

Service Officer | Branch Compliance Officer

Al Fardan Exchange LLC

- Processed high-value transactions and cross-border corporate remittances with absolute accuracy.
- Served as the Branch Compliance Officer, responsible for ensuring end-to-end compliance with internal policies and UAE Central Bank regulations.
- Conducted periodic AML training and refresher sessions for staff, reducing compliance errors by 0%.
- Supported the cluster manager in conducting internal audits, developing risk assessment reports, and improving internal controls.
- Cultivated long-term relationships with key clients, contributing to a 15% rise in transaction-based revenue.

05/2018 – 02/2022
Abu Dhabi, UAE

Head Teller

UAE Exchange Centre LLC

- Managed teller operations and high-volume cash flow involving over 25 currencies, ensuring zero discrepancies.
- Supervised and trained junior tellers to comply with AML protocols and transactional accuracy standards.
- Actively collaborated with compliance teams to flag suspicious activity and file STRs when necessary.
- Developed branch SOPs for foreign exchange processing, significantly improving transaction efficiency.
- Recognized by management for outstanding service and diligence in high-pressure environments.

Education

2015
Kanpur, India

Bachelor of Arts (B.A.) in English Literature
CSJM University

Skills

Core Competencies

- Corporate Remittance & Foreign Exchange
- AML/CFT Compliance & Risk Management
- Branch Operations & Independent Supervision
- Customer Due Diligence (CDD/KYC)
- Financial Transaction Monitoring
- Staff Leadership & Training

Technical Proficiency

- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
- Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects)
- AI Tools Familiarity

Certifications

- Anti Money Laundering Specialist (Certification- AML Base)
 - Introduction to Cyber Security
 - WordPress Developer
- Business Analytics with Excel
 - Fundamentals of Digital Marketing
 - Design Thinking for Beginners

References

Muhammad Tufail, *Branch Manager*, Al Fardan Exchange LLC
0555185120

Faneer O Fazal, *Cluster Manager*, Al Fardan Exchange LLC
0559785713

Languages

- English
- Hindi
- Punjabi