

SENIOR COMPLIANCE OFFICER

Summary

Banking professional with more than 8.5 years experience in banking with the strong knowledge of banking products, services and procedures, especially in KYC/AML/CFT/OFAC/Global sanctions/FATCA compliance sphere, who can help your company to achieve any goals while mitigating the risks.

Skill Highlights

- Excellent verbal and written communication skills with strong interpersonal skills;
- Strong analytical and research skills;
- Excellent team player, strong leadership abilities and team building skills;
- Dynamic and self-motivated;
- Creative and result-oriented;
- Excellent organizational, project management and planning skills;
- Ability to work well under pressure;
- Adherence to deadlines;
- Detail-oriented, multitask;
- Reliable, responsible, conscientious, easy-going;
- Demonstrated initiative and creativity in problem solving;
- Fast learner, eager for self-improvement.

Computer Skills

- Proficiency with personal computers and pertinent mainframe systems and software packages, including MS Office Suite, AML/OFAC monitoring software.

Languages

- English (fluent), Russian (native), Belarusian (native), French (intermediate level (DELFI B1)), German (basic knowledge).

Professional Experience

Company Name March 2013 to September 2015 Senior compliance officer

- AML/CFT;
- International Sanctions Compliance (mainly OFAC, FinCEN, European Union, Her Majesty's Treasury (HM Treasury), United Nations, others);
- Sanctions lists management, downloading and installing;
- The Bank Secrecy Act, The USA PATRIOT Act, US Treasury AML guidelines, OFAC requirements, and Suspicious Activity Reporting requirements knowledge;
- KYC/EDD/PEPs procedures;
- Using in work Accuity, LexisNexis, WorldCompliance, WorldCheck, DowJones AML/CFT/KYC/Sanctions compliance solutions;
- AML Risk Assessment, revising of work-with-clients' risk;
- Processing/Analytics/Investigations of AML/CFT/KYC/Sanctions screening alerts on both the customer and transaction level;
- Suspicious money laundering operations detection, monitoring and analysis by reviewing alerts generated by the automated monitoring system, other sources;
- Surveillance, account monitoring and investigating High-risk accounts and their transactions;
- Effectively communicating with and obtaining information from account officers in order to support conclusions of customer activity reviews;
- Preparing narrative comments that summarize results of reviews and that support decisions regarding activity analyzed;
- Where appropriate, referring unusual or suspicious activity requiring further action to a supervisor;
- Suspicious Activity Reports (SARs) writing, OFAC reporting;
- Analysis and development of automation of AML/CFT/KYC/Sanctions compliance screening processes/business processes;
- Contacting with foreign financial institutions, business correspondence, inquiries/investigations processing (English, Russian);
- AML/CFT/KYC/Sanctions training courses/presentations/consultings to the bank staff;
- Other duties and special projects as assigned.

Company Name July 2008 to November 2012 Senior specialist at International payments department

- Working in SWIFT system;
- Processing and authorizing the customers' payment orders through SWIFT system;
- Payment investigations;
- Surveillance, account monitoring and investigating High-risk accounts and their transactions;
- Relationship management authorization (RMA) processing with foreign financial institutions;
- Processing and authorizing the customers' payment orders through BISS (Belarusian Interbank Settlement System, analogue of US Automated Clearing House (ACH)), payment investigations;
- Familiarity with Federal Reserve Bank settlements (Fedwire), Clearing House Interbank Payment Systems (CHIPS);
- Processing and authorizing treasury deals, Letters of credit (L/C), trade-financial operations, foreign exchange transactions, interbank deals, others;
- Controlling of bank's correspondent account balances, working with obscure sums;
- Financial monitoring of the customer's incoming and outgoing payments;

- Working with claims, complaints;
- Reporting to the Department Head;
- Contacting with foreign financial institutions, business correspondence, Â inquiries/investigations processing (English, Russian);
- Other duties as assigned.

Company Name June 2007 to June 2008 Loan specialist at Retail banking and loan department

- Consulting customers on the banking products, loans;
- Customers attracting, detection of client needs;
- Carrying on negotiations with customers, promotion of bank services;
- Selling of additional services and products;
- Undertaking due diligence in relation to clients;
- Analysis and assessment of the customer's creditworthiness;
- Preparation of documents for examination to the Credit Committee of the bank from initiation process to final approval;
- Control of the correctness and completeness of the customer's credit files formation;
- Working with credit delays, preparation of reports;
- Working with customers' inquiries, claims, complaints.

Company Name September 2005 to June 2007 Personal banker/Teller at Retail banking department

- Internship and externship;
- Consulting customers on the banking products;
- Customers attracting;
- Carrying on negotiations with customers, promotion of bank services;
- Selling of additional services and products;
- Processing short-term and long-term deposits;
- Cashier transactions services, withdrawals;
- Recording of money movements in the bank database;
- Preparation of reports;
- Insurance services;
- Western Union transfers;
- Currency exchange, collection;
- Working with customers' inquiries, claims, complaints.

Education

International University "MITSO" (<http://international.mitso.by/>) 2010 Bachelor's degree : International Economic Relations and Management City , Belarus

Minsk state college of services industry (<http://kso.minsk.edu.by/>) 2006 College degree : Banking and finance City , Belarus