

# WENSY WILSON MBA CAMS, CFE (Pursuing)

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## OBJECTIVE

To pursue a career in a progressive organization that provides me the opportunity to help it to achieve its aims and also facilitate my personal and professional growth in order to groom the overall personality.

## PROFESSIONAL SUMMARY

- ❖ CAMS certified banking professional with KYC and AML exposure.
- ❖ Sound knowledge in Banking Operations, Processes and Product Development.
- ❖ Highly motivated, dynamic and have an excellent record in maintaining high standards of verity and precision in the organization.
- ❖ Ability to assume personal ownership and accountability.
- ❖ Good exposure to retailing and store management.

## CAREER HISTORY

**Karvy Private Wealth, UAE (April 2019 – till date)**

**Position: Service Head**

### **Responsibilities:**

- ❖ Responsible for processing, scrutiny and issuance of mutual funds/ bond funds/ structure notes/ life insurance products.
- ❖ Mentoring a six-member team who handles customer service, wealth manager support and operations of the branch and reporting to Chief operating officer.
- ❖ Verification of PIS, Demat and Trading account documentation
- ❖ Assisting Team Leaders and Wealth Managers and in documentation, KYC clearance and issuance of various investment and insurance products.
- ❖ Assisting the product team for launching and marketing of new products
- ❖ Analysing client portfolio and assigning tele-calling team for sales pitch
- ❖ Preparing and analysing daily sales report, AUM report and revenue report.
- ❖ Liaising with commercial brokers and insurance product providers for smooth documentation, KYC clearance and issuance
- ❖ Handling of office accounts and petty cash
- ❖ Manage portfolio of High Net worth individuals with cross selling targets
- ❖ Reconciliation of bank accounts of the firm and assisting the team in VAT filling and other regulatory licensing
- ❖ Verification of PMS, AIF and other investment documentation
- ❖ Preparation of daily revenue, sales, and AUM reports
- ❖ Front runner in various sales initiatives for improving sales performance and total increase in the revenue targets and AUM figures

**IndusInd Bank, Dubai Office, UAE (Dec 2012 – April 2019)**

**Position: Manager – Operations and Customer Service**

**Responsibilities:**

**Retail Banking Function**

- ❖ Responsible for supervising various operations of the branch including day to day banking, customer service, foreign remittances, inward/ outward remittances and other related matters and directly reporting to the Country Head.
- ❖ Mentoring a three-member team who handles customer service and operations,
- ❖ KYC and document checking for new NRE/NRO, PIS, Demat and Trading accounts.
- ❖ Assisting Wealth Managers and Relationship Managers in Account opening and Investment related documentation
- ❖ Attend AML queries raised for accounts with high value transactions and support for resolving the same through AML monitoring team.
- ❖ Perform World check risk screen, blocked persons list for investment products

**Wealth Management Function**

- ❖ Booking of foreign currency deposits with forward cover against Indian rupees for currencies like USD, EUR, GBP and JPY.
- ❖ Liaising with treasury and obtaining rates for currencies against rupees and converting into foreign currencies for the purpose of repatriation and also for FCNR deposits with or without forward cover.
- ❖ Booking of deposits that involve cross currency pattern with forward cover
- ❖ Executing the documentation for Overdraft facilities against existing deposits
- ❖ Analysis & Verification of the Mutual Funds Applications, and follow up on redemption requests.
- ❖ Opening of PIS, DEMAT and Trading Account.

**M H Alshaya LLC, Dubai, UAE (Jan 2010 – Nov 2012)**

**Position: Assistant Store Manager – mothercare**

**Responsibilities:**

- ❖ Responsibility includes profit maximization by stock, space and stock room management
- ❖ Responsible for training and developing the sales force, control the stock lose and 100% adherence in audit requirements
- ❖ Responsible for improving customer satisfaction by indulging efficient customer service standards and maximize sales by analyzing commercial reports.
- ❖ Store administration. (Daily sales reports, confirmation of exchanges and refunds and stock transfers.
- ❖ Weekly & Monthly reconciliation of sales reports.
- ❖ Respond to customer complaints and grievances.
- ❖ Monitoring store layouts and designs.

**HDFC Bank Ltd, India (May 2008- July 2009)**  
**Position: Authorizer– Branch Operations**

**Responsibilities:**

- ❖ Authorization of all PB and Teller Transactions.
- ❖ Verification of account opening documents and ensure strict adherence to KYC and AML guidelines.
- ❖ Responsible for handling customer complaints and has worked as customer relation resource.
- ❖ Periodical monitoring of suspense, TOD and large cash transactions as per RBI norms
- ❖ Recording and resolving queries and complaints as per the specified process with in TAT.

**EDUCATION**

- ❖ Certified Anti-Money Laundering Specialist Certification (CAMS)  
(ACAMS Membership No – 1000204782)
- ❖ Certified Fraud Examiner (CFE, **Pursuing**)  
(ACFE Membership No – 830412)
- ❖ NISM Certificate for Mutual Fund Distribution (2017)
- ❖ Master of Business Administration (2004-2006)  
Name of Institution: Bharathiar University, India.
- ❖ Bachelor of Science - Information Technology (2000-2004)  
Name of Institution: Manipal Academy for Higher Education, India.

**IT PROFICIENCY**

- ❖ Sound knowledge in Ms Office, HTML and Windows operating systems
- ❖ Hands on experience in Finacle, Flex Cube and other retail banking systems

**PERSONAL DETAILS**

Date of Birth	7 <sup>th</sup> December 1981
Nationality	Indian
Gender	Male
Marital Status	Married
Visa Status	Employment Visa

Wensy Mathews