



# kanchana rai

Banking officer

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0559195476 📞

Sharjah, UAE 📍

I am an enthusiastic, reliable and hardworking individual with over 11 years of experience in the banking sector possessing a strong process knowledge in Account Opening, Remittance, Banknet, Outward Clearing, Cheque Clearing, Onboarding, KYC, Periodic Review and Customer Screening.

## WORK EXPERIENCE

### ○ Banking Officer Emirates NBD

01/2010 - 06/2020

#### Achievements/Tasks

- Individual and Non-individual (Retail, Business Banking and Corporate) account opening cases are resolved on time in BPM as well as Finacle software. Accounts are to be verified with valid documentations like AOF/SSF/CDD/Related Party form/MOA/BOR/Mandate form/POA/CPV (only for trade license)
- KYC Analyst for Business Banking Accounts.
- Reviewing/investigating name screening 'List Matching' alerts generated by the compliance system on a daily basis/project related and carrying out follow-up with Branches/ Business Units, where required, for the necessary doc/information in a timely, professional and efficient manner.
- Meet Quality levels for reviewing and processing alerts as described in the Customer screening Procedure Manual.
- Immediately escalate to Business/Country Compliance on the True / Potential Matches for further action.
- Providing assistance to the management on any ad-hoc Compliance projects and investigations
- Approval of Outward Clearing Cheques
- Approval for Banknet And Smart Business Transactions
- Handling all MT 202 and MT 103 Swift Messages
- Approval of FTS Messages and Swift Alliance Queue

## ACHIEVEMENTS

Being Awarded as a Top Performer in the month of Oct, 2009. Being Awarded Certificate of Recognition as a Best Processor during Dec, 2011. Attended Anti Money Laundry Training Programme.

*Trainings from Emirates Institute Of Banking And Financial Services. Foreign Exchange (Basic), Trade Finance (Basic), Business Etiquette, Credit Management.*

Projects worked on UAT and Sanity test in BPM and Finacle core:

-Telegraphic Transfers for outward Remittance team -End to End process

- AECB updation during customer Onboarding process

## SKILLS

Team work

Presentation Skills

Critical Thinking

Interpersonal Skills

Problem Solving

Communication

## PERSONAL PROJECTS

CAP Training completed successfully (Certified Associate Programme), Team Captain 1.0 Training Programmer.

## EDUCATION

### ○ Bachelor of Commerce (B.COM.) Mangalore University

## ORGANIZATIONS

EMIRATES NBD

## LANGUAGES

English.

*Native or Bilingual Proficiency*

Hindi

*Native or Bilingual Proficiency*

Kannada

*Native or Bilingual Proficiency*

Tulu

*Native or Bilingual Proficiency*

## PERSONAL DETAILS

Nationality: Indian

Marital Status: Divorced

DOB: 23/10/1978

Visa Status: Own Visa

Place of Birth: Karnataka, India