






THUSHARI GAYANA



PERSONAL SUMMARY

Nationality	DOB	Languages	Marital Status	Visa Status
Sri Lankan 	25.03.1983	English, Sinhalese, Hindi (mild)	Single Parent	Employment
   +971 56 705 4978 / 06 544 2060 (Home)		 thusharigayana2016@gmail.com		

WORK EXPERIENCE



Continental Insurance Brokers LLC, Dubai, United Arab Emirates

2017 December to Present

Job Responsibilities as a Compliance Assistant

Review Compliance documents for new business and agency transfer applications.

Clear World-check entries (2nd level investigations).

Clear compliance applications in IBS as per the stipulated SLAs.

Complete CDD/KYC forms for the service providers.

Follow up with the advisors for pending documents and making sure the new business applications are cleared on time.

Updating the registers of the Compliance Department including the Compliant Log and Training File.

Understanding client structures and advice on KYC/CDD requirements, carrying out risk assessments.

Reviewing and identify possible and positive matches and determining risk rating pursuant to the company policies and procedures.

Carrying out google searches on all potential clients and related parties.

Escalating potential matches to the Compliance Manager (KYC) or Head of AML.

Client call verification and upload evidence in the internal system.

Timely completion of all client-level due diligence requirements at the onset and renewal of client relationships.

Following-up on pending KYC for dedicated offices/departments, ensuring appropriate due diligence is requested and obtained.

Discussing and escalating to the Compliance Manager (KYC) complex issues surrounding client types and structures, legal services and other AML risk-related issues.

Contributing to projects aimed at improving compliance knowledge across the company.



Verks Global Logistics LLC. Jebel Ali, United Arab Emirates

2013 June to 2017 December - As an Executive Secretary / Logistic Coordinator



ABC Shipping (Pvt) Ltd . Colombo, Sri Lanka

ABC Shipping (Pvt) Ltd, the Representative of "K"LINE in Sri Lanka

2011 March to 2013 February - As an Executive Secretary to the Managing Director

ACADEMIC QUALIFICATIONS

High School in Colombo Sri Lanka up to General Certificate of Education Advanced Level.

Diploma in Administrative and Professional Secretaries at London Business College (LBS) Colombo, Sri Lanka.

Diploma in Human Resource Management at London Business College (LBS) Colombo, Sri Lanka.

Bachelor of Science in Business Management at the Sri Jayawardanapura University of Sri Lanka.

OTHER QUALIFICATIONS

Attended Master Class Personal Assistant workshop from Academy of Administrative Professionals (AAP) Annual Conference 2011 March.

Chartered Institute for Securities of Investment (CISI) – Completed certification of International Introduction to Investment.

UAE Valid Driving License.