



RAJEEESH SASI

**Office Associate, Cash Management,
AML Compliance**



Profile

Strong operations professional with confident and enthusiastic solid experience in Microsoft Office, Outlook, Cash Management, AML Compliance, Office Associate, Corporate & Individual Customer service. Ready, willing and able to play a key role in company development.



Contact

Dubai, United Arab Emirates
+971 55 119 4245
s.rajeesh.r@gmail.com



Skills

- Treasury and FOREX Management
- Cash Management
- Customer Service
- Risk Mitigation
- Enthusiastic in Teamwork
- Communication and proactive
- Analysis & problem solving
- Internal Control & Compliance
- Financial & Strategic Planning
- Domestic & International Banking
- Flexible and Adaptable
- Data Entry/Records Management



Work Experience

**Office Associate, Cash Management, AML
Compliance**

2015 – Till Date

UAE Exchange Centre LLC, DUBAI U.A.E.

- Mastered in cash dealing activities and highly skilled in Foreign Currency and Remittance Teller.
- Monitors foreign currency deals, remittances, swift transactions, branch operations, handles corporate customers and monitoring the achievement of targets.
- Verifying customer records, account purpose and analysis of transaction activity and irregularity in transaction pattern.
- Act as a key point of contact for managing all KYC/AML due diligence processes to onboard a new individual and corporate client.
- Ensuring the implementation of Anti-money laundering policy & procedures of the company in the branch operations and reporting anomalies to the Chief Compliance Officer of the company.
- Review documents for completeness, identifies and resolves deficiencies, ensure that the client information is correctly recorded in the system.
- Assisting colleagues for daily functions and transaction activities to ensure excellent customer service.
- Cross sell products and services including new launches and explain to customers about the product features, advantages and benefits.
- Coordinate with all support departments including HR facility management, AML Team, Central operations, Treasury, Bank notes, etc to ensure smooth performance of business.

Jr. Audit Executive

2012-2015

Muthoot Finance LTD, New Delhi India

- Management representative of Muthoot Finance to all branches in North Zone for asset evaluation.
- Verifying whether the branches are functioning as per the company's norms and guidelines.
- Coordinate with managers for generating reports and accounting of cash transaction related to N.P.A. Account.
- Preparation of M.I.S. reports and maintaining accounting records.
- Performed troubleshooting to anticipate account complications and posting them in exact account heads.

Education

Bachelor of Science (MATHEMATICS)
Affiliated to Kerala University

2007-2010



Personnel

Information

Date of Birth
Nationality
Languages Known
Driving Licence

23/12/1989
Indian
English, Hindi, Malayalam & Tamil
United Arab Emirates & India