

# Divya Thanvi

## Compliance Officer



Objective is to obtain a position and strive for excellence in field of "**Compliance**" and dedication, proactive approach, positive attitude, and passion towards work that will fully utilize knowledge and experience in the best possible way for fulfillment of the Organizational goal.



### Contact

#### Address

Jumeirah lakes tower,  
Dubai, UAE

#### Phone

+971-559035154

#### E-mail

Divyathanvi13@gmail.com

#### LinkedIn

<https://www.linkedin.com/in/divya-thanvi-836945141>



### Skills

Corporate  
law

●●●●●  
Excellent

Document  
filing

●●●●●  
Excellent

Administrative  
support

●●●●●  
Excellent

Legal  
compliance

●●●●●  
Excellent

Task  
Prioritization

●●●●●  
Excellent



### Work History

2019-03 -  
Current

#### Compliance Officer

*DSA Group of Companies, Dubai, Dubai*

- Played instrumental role in company-wide risk assessment efforts, supporting enhancements in business processes and controls.
- Successfully set up Mutual fund and managing investor KYC clearance and due diligence for fund.
- Setting up companies in different jurisdiction & managing corporate amendments with regulators.
- Prepared and maintain records and data for annual audits.
- Reviewed documents, files, and other records to assess compliance and potential risk.
- Advised division leaders of regulatory risks in business processes and provided recommendations for improvement.
- Ensuring legal compliance regarding mergers & acquisitions activity.
- Managing Group's legal matters including family office of Group's UBO.
- Handling regulatory & Free zone statutory filing for group.
- Drafting of legal contracts, Offer letters and Engagement letters.

executives and board members on labor law, legal rights, new and existing federal laws in UAE.

- Assisting banks with corporate KYC for opening bank accounts.
- Complying with new laws applied to companies introduced by authorities.
- Familiar with DMCC and DIFC portal applications and processes.
- Working closing with finance team in assisting them to address banks compliance queries on several financial transactions.
- Maintaining KYC documents of all Directors.

**2017-08 -  
2018-09**

### **Consultant**

*PANIS AND SHAH ASSOCIATES DMCC, Dubai, Dubai*

- Specialized in handling DMCC amendments and Company formation for clients
- Handling with UAE visas and immigration services
- Dealing with Ministry of finance in Dubai for Tax Residence Certificates/Tax Domicile Certificate
- Drafting various types of agreements for clients
- Maintaining Minutes of Meeting
- Attending clients for company formation in different free zones around UAE.
- Consulting and Assisting Clients in corporate restructuring
- Liaising with DMCC's officials

**2014-02 -  
2017-07**

### **Legal Integration and Business Manager**

*In-Solutions Global Private Limited, Mumbai, Maharashtra*

- Created, managed, and executed business plan and communicated company vision and objectives to motivate teams.
- Legal Consultant for gathering and understanding legal Producers of Consumer Court in Maharashtra (India) and helping technical team in converting entire procedure into online case filing, e-payment, and Case tracking (The Product is popularly known as Consumer Connect and small piece in Digital

India Initiative).

- Heading team of Operations of Consumer Connect in Courts.
- Giving Consultancy to Consumers coming on board for filing cases on Consumer Connect.
- Plan and be part of IPR registrations of Organization products.
- Regular reviews and management of Organization policies and procedures.
- Ensuring timely raising of Invoices.
- PCI - DSS (Payment Card Industry - Data Security Standards) Audits and Certifications.
- Consumer Connect projects for business undertaking, gap study, development, deployment, and control of day-to-day operations.
- Analyze RBI mandates and applicability to Organization.
- Effective Customer relationships.
- Handling ISO and Internal audits,



## Education

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**2021-07**  
**2017-08**

**Certified Anti-Money laundering specialist (CAMS)**  
**Qualified Company Secretary (CS): Company Laws, Corporate Governance & Ethics**

The Institute of Company Secretaries of India - New Delhi

**2017-07**

**Bachelor's in law: Law**

University of Mumbai - Mumbai

**2013-06**

**Bachelor of Commerce: Commerce & Accountancy**

University of Mumbai - Mumbai