



SANURA PERERA

AML KYC ANALYST /
COMPLIANCE OFFICER /
TRANSACTION
MONITORING OFFICER

PROFILE

I am an energetic individual with overall 8 years of work experience locally and internationally in the fields of Banking, Financial Institutes and Aviation

My experience working in UAE more than 5 years. I am diversified in various markets and domains of work.

My goal is to work as part of a team of problem solvers with extensive consulting and industry experience to develop my career while benefiting the company and its customers.

CAREER SUMMERY

- CIB KYC and Onboarding Analyst at First Abu Dhabi Bank Nov 2020 to May 2021
- Customer Due Diligence and KYC Analyst at Emirates NBD Bank.2019 to 2020
- AML KYC Analyst (FCC) at UAE Exchange LLC, UAE from June 2018 to Nov 2019.
- Junior Associate at UAE Exchange May 2018 to June 2018.
- Customer Service Executive & Group Leader at Dubai International Airports, UAE from Mar 2015 to May 2018.
- Transaction Monitoring Associate Financial Crime Compliance Executive at HSBC – Sri Lanka from Jan 2013 to Nov 2014.
- Team Leader – Forex Trading at IFOREX– Sri Lanka from Sep 2011 to Aug 2012.
- Enterprise Contact Centre Executive at Dialog Telecom– Sri Lanka from April 2009 to May 2011.

EXPERIENCE

FIRST ABU DHABI BANK

08/11/2020 – 06/05/2021

CIB KYC & ONBOARDING

- Conduct end to end KYC Customer Due Diligence (CDD). trigger events or periodic reviews. Which focused
- on mainly Corporate and individual clients.
- Verify account opening forms have been completed adequately and have been verified
- Conduct Name screening, due diligence, and Adverse Media matches.
- Confirming KYC data requirements
- Collecting relevant KYC information
- Undertaking research via internal and external sources
- Review AML and Sanctions Questionnaires, if applicable.
- Review the appropriateness and completion of the Customer Risk Assessment.
- Conduct Customer Due Diligence and KYC performed on third party
- service providers for CIB client coverage and FI segment customers
- Performing internal account/customer investigations to identify potentially suspicious activity and /or AML violations.

CONTACT AND OTHER DETAILS

Email:

Sanuraperera9@gmail.com

LinkedIn:

<https://www.linkedin.com/in/sanura-perera-03655a1a5>

Contact Number:

00971545763319

Address:

Al Farah Plaza Al Nahda 2,
Dubai

Nationality:

Sri Lankan

Marital Status:

Married

SYSTEMS USED

- HUB
- Share Point
- Accuity
- Norkom
- Fenargo
- DMS
- T24
- CRAM
- Banker's Almanac
- Share Folder
- Google Advance Search
- Teams
- Zoom
- Outlook
- MS Professional Package
- Wolfsburg
- World Check
- Lloyds Shipment Tracker
- Amigo & etc.

EMIRATES NBD BANK

13/11/2019 - 04/06/2020

CONSULTANT CUSTOMER DUE DILIGENCE • KYC ANALYST

- Create and organize risk assessment plans including analyzing risks as well as identifying, describing, evaluating, and estimating the risks affecting the business in line with established risk criteria.
- Performing the due diligence on new Clients, requesting the KYC information, documentation, review, and verification of received documentation and making an analytical risk assessment for new clients.
- Thoroughly and succinctly document the research and analysis related to the financial activity and related entities of Clients, for an audience that includes Management, Regulators, Internal Audit, Senior
- Managers and Internal Compliance.
- Periodically evaluate existing Clients according to established policies and procedures.
- Periodical review of KYC records as to completeness, including verifying that due diligence has been performed and that CBC (due diligence) standards are complied with; also, that the files and risk assessments are current and up to date.
- Investigating high risk clients and reporting where necessary, including Politically Exposed Persons, and obtaining all necessary documentation to complete the client file.
- Process entries to open/close clients' account on our KYC / Related Parties and CDD database and instruct Client Desk to open/close the accounts on account level in Equation where applicable.
- Maintain continuous contact with customer to keep customer file updated.
- Perform further investigation on identified suspicious client and client's transactions and report to KYC/AML compliance officer.

SKILLS

- Research
- Investigation
- Writing and Typing
- Onboarding process
- KYC process
- AML process
- Due Diligence
- Analytical Skills

LANGUAGES

- English
- Sinhala

ACHIEVEMENTS

Certificate of
Appreciation from
Dubai International
Airports

REFERENCES

Mr. Kirthi D.

Jayawardena

Former Diplomat (2nd
Secretary Grade) at
Ministry of Foreign
Affairs, Sri Lanka.

Republic Building, 01 Sir
Baron Jayathilaka
Mawatha, Colombo 01.
keejaya@gmail.com
0094710215384

Mr. Sadesh

Wimalatunga –

R, F Relationship
Manager
At HSBC UAE

HSBC Towers, Ground
Floor Emaar Square
Downtown UAE,
wsadesh@gmail.com

0544005593

UAE EXCHANGE LLC

10/06/2018 – 13/11/2019

AML KYC ANALYST AND CLIENT ONBOARDING (FCC)

- Efficient handling and completion of KYC files (both onboarding and review) in compliance with UAE Exchange LLC KYC Policy requirements.
- Performing client outreach: communicating, liaising and follow-up with clients to obtain relevant information and documentation to complete KYC files.
- Updating front office colleagues on status of completion of files within due dates and prioritizing urgent files.
- Managing the client off boarding/exit process under the guidance of front office colleagues
- Ensuring data quality of source systems is maintained and anomalies are escalated.
- Maintaining close cooperation with RM's, Branch Compliance Officers in other locations to ensure timely completion of KYC files.
- Clear articulation of the requirements for KYC to the business or colleagues across the organization.
- To manage a workload of files under process concurrently in an efficient manner.
- Conducting internal account/customer investigations to identify potentially suspicious activity and /or AML violations.
- Coordinate with the MLRO and filing STR in (AMLgo Portal) and ensure immediate action and follow-up until satisfactory closure to address CBUAE comments/ requirements.

UAE EXCHANGE LLC

29/05/2018 - 10/06/2018

JUNIOR ASSOCIATE

- Attending customer for making demand draft /telex transfer /electronic transfer etc.
- Attending to the customer complaints and provide real time solution in quick turnaround time making complaints into compliments.
- To identify fake demand drafts, cheques and currency notes.
- Handling cash, cheques, foreign currency dealings and maintain bank A/C's of the branch.
- Tally cash, prepare day end/ start till the reports and third-party reports.
- Complying with all banking rules and regulations of the UAE as well as in the world.

DUBAI INTERNATIONAL AIRPORT

27/03/2015 - 08/05/2018

CUSTOMER SERVICE OFFICER • DOCUMENT VERIFICATION AGENT

- Assist passengers as needed through arrival and check in processes including support for passengers.
- Direct passengers through Customs, Immigration, and Quarantine, as required.
- Comply with all state, municipal, airport authority and carrier security requirements and SOPs and policies and other duties as assigned.

HSBC – SRI LANKA

17/01/2013 - 30/04/2014

TRANSACTION MONITORING ASSOCIATE (FINANCIAL CRIME COMPLIANCE)

- Preparing for and managing inspections by the regulator.
- Researching and understanding changes in regulation
- Conducting due diligence reviews, reporting on the outcome of Anti Money Laundering risk assessments, and ensuring that remedial action is taken.
- Identifying, investigating, and resolving non-compliant activities.
- Informing the FSA of breaches in regulations.
- Report writing for risk committees.
- Dealing with issues such as sanctions, and transaction monitoring and filtering.
- Monitoring activity for suspicious transactions relating to Money Laundering and Terrorist Financing on system generated alerts and cases via NORKOM/UCM. For US/UK/DHAKA regions.
- preparing written investigative reports and maintaining adequate documentation and conducting follow up activities to support conclusions.
- Performing detailed investigations/narrative, prepared Suspicious Activity Reports (SAR) and Internal Suspicious Transaction Reports (ISTR)

EVOLVE TECHNOLOGIES (PVT) LTD IN PROJECT IFOREX

01/09/2011 - 01/08/2012

FOREX TRADING TRAINER & CUSTOMER SERVICE EXECUTIVE

- Liaising with the department manager to better understand the training goals and required performance standards.
- Development of training aids, exercises, presentations, training manuals and procedures.

DIALOG TELECOM

2009 - 2011

ENTERPRISE CONTACT CENTER AGENT

- Handling of customer inquiries, requests, and complaints over the telephone.
- Analyzing billing issues and activation or deactivation of services using an Oracle based system for Mobile telecommunication subscriber management.
- Handling and escalation of customer complaints that include but are not limited to billing issues and network coverage issues.

EDUCATION

- **NOTTINGHAM COLLEGE OF LONDON 2007**

Diploma - Microsoft Professional Package

- **DEPARTMENT OF EDUCATION SRI LANKA.2007**

Successfully completed Ordinary Level Examination

QUALIFICATIONS

- Certificate Course - Airport Service Program- Service Flair Program from (Dubai International Airports).
- Certificate Course - Airport Service Program- Service Boot Camp Program from (Dubai International Airports).
- Anti-Money Laundering Workshop - Thomson Reuters
- ICCP – Internal Compliance Certification Programs – Silver Standard – UAE Exchange LLC
- Financial Crime Compliance Course - Visionary Mindset

ACKNOWLEDGMENT

I hereby certify that the above-mentioned facts are true and correct to the best of my knowledge

Liyanage Sanura Romesh Perera