

ROLE : AML/KYC

MAJOR ACCOUNTABILITIES/PRINCIPAL RESPONSIBILITIES

- Looking up for client information from AML Compliance approved websites and others (i.e. Lexis/Nexis, Bankers Almanac, company websites, government websites, etc.)
- Contacting BL's and RM's for missing KYC documents & closure approvals
- Collect other mandatory information with regard to AML guidelines
- Review the documents procured from BL's and RM's
- Performing the background verification on individuals and entity using (i.e. Lexis/Nexis, World Check, Factiva and Internet.).
- Enriching the request initiated and submitting the same for Quality approval.
- Performing 4 EYE checks for all requests worked upon by other team members
- Updating Daily MIS Report and forwarding the same for Management Review

SKILLS AND KNOWLEDGE

- In-depth knowledge in Know Your Customer (KYC) processes
- Good communication skills (Verbal and written) for internal interactions

BEHAVIORAL SKILLS

The prospect must have the following behavioural skills:

- Ability to work in a cross cultural team with multi geographical locations
- Ability to communicate (verbal and written) effectively with counterparts in SG Paris
- Ability to demonstrate team work & flexibility

FUNCTIONAL RELATIONSHIPS

Internal Interaction

- Job Role needs to interact Internally in the organization to enable success in your day to day task
- TL's & Managers

EXTERNAL INTERACTIONS

As a part of the Job Role you need to interact with outside the organization to enable success in your day to day work

- KYC review teams in Paris, Hong Kong and New York