

Profile

Swiss citizen
55 years old (17th March 1969)
Single
Resident in Geneva, Switzerland.

Qualified, independent, organized, disciplined and discreet.

Objective

Integrate a private or commercial bank and participate in its development within the Customer Master Data / Central File Departments or Compliance.

Professional Experience

Alpian SA, Geneva, Switzerland

10.2024 – 11.2024 **Compliance AML & KYC Specialist**

CBH Compagnie Bancaire Helvétique SA, Geneva, Switzerland

08.2022 – 10.2024 **Customer Data Manager / Central File Specialist (Senior Vice President)**

- Analyzed, in a formal way, the documentation relating to the opening of third-party customer accounts.
- Identified and applied of common tax regimes (CRS/FATCA).
- Initialized and validated of the KYC.
- Prepared of account opening files for the Compliance Department.
- Managed of customer data (openings, changes and closings of customer relationships), portfolios and current accounts.
- Applied of special pricing conditions.
- Controlled and entered of credit card orders.
- Opened of accounts for Business Providers, Third-Party Managers and Bank/Broker counterparties.
- Granted the Online Banking access.
- Researched for the Compliance and Legal Departments (SECO).
- 4-eye check of account openings.
- Maintained the customer database by performing spot checks.
- Managed of documentary history linked to changes in circumstances.
- Prepared of documents related to account openings for digitization.
- Supported Commercial, Legal and Compliance Departments.
- Signature checks.
- Managed of the Hold Mail.

Achievements

- Created with Microsoft Outlook, automatic rules, using the tool "Quick Steps" buttons, to assign to himself, the incoming emails to the Team and manage them until final closing. This helped the Team a lot regarding the global vision of the incomings emails (between 50 and 80 a day).

Reyl Finance (MEA) Ltd., DIFC, Dubai, United Arab Emirates

12.2020 – 07.2022

Compliance AML & KYC Specialist

02.2016 – 11.2019

- Reviewed documentation from new accounts (private accounts, private investment vehicles, commercial accounts, trusts, foundations, etc.), ensuring that the requirements were in compliance (KYC, AML, source of wealth, etc.) and assigning a risk rating before submission to the Chief Compliance.
- Used screening tools (World-Check, OFAC, SECO, FATF, OECD, Orbis, Internet) to verify and improve clients' financial background (KYC, AML, source of wealth, PEP exposure, US person status, activity, industry sector, sanctions, etc.) and perform a complete due diligence report.
- Followed up on missing documentation for already open accounts or those in the process of being opened, and keep updated records and files.
- Periodically reassessed accounts by updating the risk rating, verifying and updating clients' financial background (KYC, AML source of wealth, PEP exposure, US person status, activity, industry sector, sanctions, etc.), processing a complete due diligence, updating data in the systems, requesting updated documentation from the Commercial Department, and submitting to the Chief of Compliance.
- Monitored clients' transactions (incoming and outgoing transfers, free delivery transactions), performed any analysis, reported to the Chief of Compliance if the results required it and approved or rejected them.
- Opened new accounts in three systems (Finnova, PM1, and BankDMS), updated several Excel/Access files (pending documentation, mailings, special fees), and reviewed my colleagues' previous work.
- Performed research concerning the bank's prospects (customers or referral agents) in compliance with the rules.
- Met the expectations of relationship managers, their assistants, other departments, and the Executive Committee.
- Prepared reports for presentation to auditors and regulators.
- Settled the quarterly Compliance Monitoring Program (CMP) to ensure that the transactions proceed in compliance with DFSA's rules.
- Ensured conformity to the GDPR (General Data Protection Regulation).
- Ensured the databases' excellent performance and accuracy.
- Managed the clients' pre-paid and credit cards.
- Supported the Chief of Compliance.

Achievements

- Created procedures with the MS Access application to simplify the management of accounts missing documents, client mailings, and due diligence reports.
- Created procedures with Excel using functions and Visual Basic (Macros) to simplify the use of some lists.

12.2020 – 07.2022

Customer Data Manager / Central File Specialist

02.2016 – 11.2019

- Opened new accounts in three systems (Finnova, PM1, and BankDMS), update several Excel/Access files (pending documentation, mailings, special fees), and review my colleagues' previous work.

- Autonomously managed the customer database in various systems (account openings, updates, and closures of customer relationship, portfolio, and money accounts).
- Set various special conditions for customers in the systems (pricing, assets management type, custody fees, administration or management fees, VAT, US person status, PEP, CRS, etc.).
- Trained department staff on the tasks of the Customer Master Data Department.
- Interacted with IT-Geneva, Switzerland, to be involved in new projects.
- Ensured the databases' excellent performance and accuracy.
- Been involved in various projects assigned to the Customer Master Data Department with definitions of specifications relative to the development of new features and improvements in multiple banking systems and applications.
- Tested various enhancements of applications on the computer system and, when applicable, reported malfunctions to the IT Department in Geneva, Switzerland.

Achievements

- Not applicable.

12.2020 – 07.2022

IT Assistant

02.2016 – 11.2019

Operations Assistant

ES Bankers (Dubai) Limited, (then 'In Liquidation'), DIFC, Dubai, United Arab Emirates

08.2014 – 01.2016

Compliance Assistant, under Deloitte's orders to liquidate the bank

02.2013 – 07.2014

Compliance Assistant

- Reviewed documentation from new accounts (private accounts, private investment vehicles, trusts, foundations, numerical accounts, etc.), ensuring that the requirements are in compliance (KYC, AML, source of wealth, etc.) and assigning a risk rating before submission to the Chief Compliance.
- Used screening tools (World-Check, OFAC, FATF, Orbis, Internet) to verify and improve clients' financial background (KYC, AML, source of wealth, PEP exposure, US person status, activity, industry sector, sanctions, etc.) and perform a complete due diligence report.
- Followed up on missing documentation for already open accounts or those in the process of being opened, and keep updated records and files.
- Monitored clients' transactions (incoming and outgoing transfers, free delivery transactions), perform any analysis, report to the Chief Compliance if the results require it and approve them.
- Performed research concerning the bank's prospects (customers or referral agents) in compliance with the rules.
- Met the expectations of relationship managers, their assistants, other departments, and the Executive Committee.
- Ensured the databases' excellent performance and accuracy.
- Filing.

Achievements

- Not applicable.

Café-Restaurant 'Aux Trois Petits Points', Lausanne, Switzerland

04.2011 – 09.2012 **Co-owner**

Crédit Agricole Financements (Suisse) SA, Fribourg, Switzerland

09.2009 – 03.2011 **Commercial Assistant**

Banque Privée Espirito Santo, Lisbon branch, Portugal

01.2008 – 03.2009 **Internal IT Consultant (Senior Vice President)**

Banque Privée Espirito Santo, Lausanne, Switzerland

12.2000 – 12.2007 **Customer Data Manager / Central File Specialist (Senior Vice President)**

- Opened new accounts in multi-entity software (such as NewBanking, then Avaloq, and Logical Access), updated several Excel files (involving pending documentation, clients' mailings, and special fees), and reviewed my colleagues' previous work.
- Followed up on missing documentation for already-open accounts and kept updated records and files with the participation of the Compliance Department.
- Set various special conditions for customers regarding pricing, types of asset management, custody fees, the VAT, management fees, savings taxation, US person status, OBA, and more.
- Trained the department's staff in Customer Data Management Department tasks and ensured they completed accurate work.
- Controlled the high quality of the work.
- Coordinated tasks and supervised employees in the absence of the department's manager.
- Participated in projects assigned to the Customer Data Management Department, which included specification relative to the development of new features, leading to respective improvements in various banking applications.
- Occasionally served as a replacement in tasks involving visa checks, credit cards, scanning, and filing.
- Delivered cash and mail held by the bank to customers.
- Checked scanned documents and their indexing.
- Worked closely and maintained involvement with other departments, especially the IT and Compliance Departments, as well as the internal auditor.
- Met the expectations of relationship managers, their assistants, other departments, and the Executive Committee.

Achievements

- Created software (CIF – Customer Information File) with Excel that was used by the Commercial team to ease the communication of customers' information and the Customer Data Management Department.

Banque Cantonale Vaudoise (BCV) (following CFV's merger), Lausanne, Switzerland

10.1999 – 11.2000 **Customer Advisor in Head Office**

01.1996 – 09.1999 **Teller at the Pépinet branch**

Crédit Foncier Vaudois (CFV) (following CEC's absorption), Lausanne, Switzerland

01.1994 – 12.1995 **Teller**

Caisse d'Épargne et de Crédit (CEC), Épalinges, Switzerland

08.1990 – 12.1993 **Head Teller**

Caisse d'Épargne et de Crédit (CEC), Morges, Switzerland

08.1987 – 07.1990 **Apprenticeship (Federal Certificate of Proficiency in Banking acquired)**

Education

Work experience as shop assistant in "La Placette" now "Manor", Geneva, Switzerland

01.1987 – 06.1987

Cantonal High School, Lausanne, Switzerland

08.1986 – 12.1986

Cantonal Secondary School, Lausanne, Switzerland

08.1985 – 07.1986

Cantonal Superior School, Échandens, Switzerland

08.1982 – 07.1985

Cantonal Elementary School, Morges, Switzerland

08.1975 – 07.1982

Linguistic Knowledge

French (Mother tongue), Spanish (2nd mother tongue), English (Very good knowledge) , Portuguese (Basic knowledge)

Computer Skills

Windows, Microsoft Office (Outlook, Word, Excel & PowerPoint), Microsoft Teams, MS Access, Microsoft Visual Basic, Foxit PDF (JavaScript code included), Lotus Notes, Internet, Osiris, NewBanking, Logical Access, Avaloq, S2i, Finnova, PM1, BankDMS, Homemade CBH's CRM (Customer Relationship Management), Olympic, World-Check, Orbis, SWIFT, GTSanctions.

Interests

Movies, Music, Sports, Drawing, Websites creation.

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