

M. Mohammed Ataur Rahman

PERSONAL DETAILS

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Date of Birth	06th MAY'92
Nationality	Indian
Language	English, Hindi, Urdu, and Tamil
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Marital Status	Married

ABOUT ME

A results-oriented professional with more than 6 years of experience in KYC Operations, Trade Finance & Merchandiser. Seeking to leverage expertise in regulatory compliance, client on boarding, risk management and merchandising to contribute to success of the current organization. Proven track record at TCS, Citibank & Faustine streamlining processes, enhancing customer satisfaction, and maintaining strict adherence to due diligence protocols.

WORK EXPERIENCE

Faustine Group	Merchandiser (Textiles/Garments): Nov'22 - Present
	<ul style="list-style-type: none">◆ Collaborate with designers and suppliers to create textile and fabric collections based on customer requirements, fashion trends, and market conditions.◆ Understanding the specific needs of buyers and tailor collections accordingly.◆ Sourced quality fabrics and materials from reliable suppliers.◆ Negotiated prices and contracts to ensure cost-effectiveness.◆ Coordinated with vendors and suppliers to ensure timely delivery of goods.◆ Receiving purchase orders from buyers. Break down the order sheet and prepare an order plan.◆ Calculate order costing and provide price quotes.◆ Monitor the garment sample process according to buyer requirements.◆ Collect all necessary fabrics, accessories, trims and obtain lab dips for color approval.◆ Ensured product quality throughout the production process.◆ Advised and assisted the production team to maintain quality standards.◆ Collaborate with the quality department to meet quality levels.◆ Follow up on the shipment process according to buyer instructions. Ensure smooth shipment execution.◆ Maintaining merchandising files and update time and action plans.

CitiCorp Services India Pvt Ltd**Senior Process Associate : Aug'21 – Nov'22**

- ◆ Specialized in performing Flexcube Direct Banking/Collections/LC for Commercial clients in India.
- ◆ Specialized in performing Merchanting trade transaction, MT41P, MT799, MT40I & FOREX Rate Raise transaction etc.
- ◆ Performed Commercialization reports, Paid reports & Payment reconciliation whenever client requires.
- ◆ Maintained efficient knowledge on Buyers Credit & Bank Guarantee to meet clients working capital needs.
- ◆ Behalf of our client have performed Import Customs Bill of Entry Settlement/Closure to RBI.
- ◆ Performed efficiently in Letter of Credits under the UCP rules mentioned on SWIFT.
- ◆ Maintained Knowledge of OFAC Compliance of US & European union Sanctions.
- ◆ Pro-active in resolving client's Queries through mail.
- ◆ Partnered with cross-functional teams to conduct thorough discovery and due diligence on existing processes.
- ◆ Identified and resolved process issues to drive optimal workflow and business growth.
- ◆ Supervised team of process associates to enhance accountability, develop professional skills and improve efficiency.
- ◆ Participated in special projects to increase productivity and make meaningful impact on company and mission.
- ◆ Leveraged accounting software to perform data entry and prepare reports and statements while minimizing errors.
- ◆ Performed reconciliations to drive accuracy and validity of financial information.
- ◆ Met month-end reporting objectives and deadlines.

Tata Consultancy Services Limited**KYC & AML Process Associate : Mar'17 – Aug'21**

- ◆ In HSBC project Coordinated and collected client-specific information for new client on-boarding.
- ◆ The goal is to ensure that the customer is who they claim to be and to prevent identity theft or fraud.
- ◆ Performed a quality process of KYC operations on retail banking European clients.
- ◆ Performed a quality process on Anti Money Laundering process on high net worth individual as part of KYC
- ◆ Achieved in identifying Money Laundering clients and raised RED Flag to Compliance team.
- ◆ Performed ongoing customer due diligence, maintaining and updating AML and KYC records for existing clients.
- ◆ KYC is not a one-time process. Institutions continuously monitor customer accounts for any unusual or suspicious activity.
- ◆ CDD involves assessing the risk associated with each customer. It includes verifying their identity, understanding their transaction patterns.
- ◆ EDD applies additional scrutiny to high-risk customers. It may involve deeper investigations, background checks, and ongoing monitoring.
- ◆ AML systems monitor transaction patterns to identify anomalies. Unusual activity, large cash deposits, or sudden spikes in transactions may raise red flags.
- ◆ High-risk customers such as politically exposed persons or those with complex financial structures receive additional scrutiny.

Sharekhan Ltd**Internship : Jan'16-Mar'16**

I have worked in Sharekhan as an intern during my Master of Business Administration course as a Stock market Analyst for my final year project which helped me pursue a career in financial service sector.

KEY SKILLS

Management Skills	<ul style="list-style-type: none">• Good in MS Office• Good at Business process improvement• Good in Analyzing & Reporting data• Good in Prioritizing critical task• Good at Knowledge Transfer to team members
Personal Skills	<ul style="list-style-type: none">• Willing to learn new skill & technology to adapt at work• Strong communication skill• Self-motivated with strong Interpersonalskill

INTERESTS

Islamic/Shariah Banking	<ul style="list-style-type: none">● Currently pursuing Islamic banking course through online for a change of career as traditional banking involves interest (Riba) were Islam Prohibits such activities.● Learning 6 types of Islamic Finance (Murabaha,Ijarah,Istisnaa,Mudarabah,Musharaka,Tawarooq)
AWS Cloud Computing - Cloud Practitioner/Solutions Architect	<ul style="list-style-type: none">● Hands on learning AWS cloud computing course through online.● Around the world all kinds of industries are adapting the cloud technology to enhance the business vision & mission as well as growth efficiently.● I have completed Cloud Practitioner course and attached below● Currently hands on learning AWS Solutions Architect through online.
Common Interest	<ul style="list-style-type: none">● Travelling● Exploring Continental Food● Volunteering for social/charitable work● Digital content creation/Marketing

ACADEMIA

Education	<i>Master of Business Administration : 2014 – 2016</i> MEASI Institute of Management - University of Madras, Chennai, India
Extra - Curricular	<ul style="list-style-type: none">• Participated in Seminar, Workshops, Sports, Social activities and underwent Real time Training at SEBI

ACHIEVEMENTS

HSBC project	KYC Operation Performer of the month for consecutive 6 months. Received Service & Commitment Award
Citibank project	Received Star Performer of the month Award twice.

Certificate of Completion

**This is to certify that *Mohamed Rahman*
successfully completed 12 total hours of **AWS
Certified Cloud Practitioner - Complete NEW
Course 2021** online course on ~~July 12~~ **July 12, 2021****

Neal Davis | AWS Certified Solutions Architect & Developer, Instructor

*Digital Cloud Training | AWS Certified Cloud Practitioner AWS Certified Solutions Architect,
AWS Developer Associate*

Digital Cloud Training | AWS Certified Cloud Practitioner AWS Certified Solutions Architect, AWS Developer Associate, Instructor

&



Certificate no: UC-ec699470-3515-4219-9ef6-79287379f0f0
Certificate url: udemy.com/certificate/UC-ec699470-3515-4219-9ef6-79287379f0f0
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