**Natalia Tuson**

**Mobile: +6593419614, E-Mail**:[**n\_tuson@yahoo.co.uk**](mailto:n_tuson@yahoo.co.uk)**, Skype: nataliatuson**

**Location - Singapore, Citizenship - UK**

**CAREER SUMMARY**

Experienced international professional in AML KYC Compliance and Trust Relationship Management. Worked in London and Singapore. Currently based in Singapore. Willing to relocate for the job. Interested in job opportunities all over the world.

**KEY SKILLS AND QUALIFICATION**

- Client Onboarding / Compliance / AML / KYC / Due Diligence / Relationship Management / Trust Manager / Company Secretary

- Qualified Russian Lawyer

- 15 years of multinational experience

industries - oil & energy, law firms and regulated financial services

- was on a team and dealt with Singapore Regulator MAS (Monetary Authority of Singapore) and USA SEC (U.S. Securities and Exchange Commission)

- managed relationships with shareholders, senior executives and staff

- client facing

**PROFESSIONAL EXPERIENCE**

**10) Noble Group, Oil & Energy / manages a portfolio of global supply chains covering a range of industrial and energy products), Singapore, Jan 2016 – Apr 2017, Permanent**

**Title: Client On-boarding Specialist**

**Duties: Compliance Client On-Boarding, Remediation, Outboarding**

* Performed client/counterparty on-boarding, outboarding & remediation front-to-end in APAC, EMEA and Americas
* Assisted in compliance monitoring and liaised and trained internal stakeholders on requirements of KYC and AML
* Conducted enhanced due diligence and various types of risk assessment regarding dealing with PEPs
* Reviewed and analysed PEPs hits and results
* Worked with heads of compliance in APAC, EMEA and AMERICAS on onboarding, remediation and ad hoc projects
* Directly communicated with clients/counterparties for collection of data for completion of their onboarding, KYC / AML, Tax, Compliance requirements and Settlement Instructions checks
* Reviewed due diligence documents and data based on risk rating and relevant requirements and electronic validations of VAT and Worldcheck results
* Set up clients/counterparties and provided approvals in required systems to enable trading
* Carried out call backs to counterparties to verify SSI (standard settlement instruction) data / bank account details
* ***Achievements***
* Improved client onboarding process and procedures
* Completed remediation for business teams – EnergyCo, Oil and Chartering

**9) JP Morgan, Singapore, Feb 2015 – Aug 2015, Contract**

**Title: AVP / Compliance Case Lead**

**Duties: Compliance, Remediation**

* Was on a team and dealt with Singapore Regulator MAS (Monetary Authority of Singapore)
* Reviewed, collected, researched, audited & analysed clients to ensure compliance with regulatory & the Bank’s own internal standards, including in view of Monetary Authority of Singapore (MAS) findings for remediation & renewal for clients of all types & all jurisdictions
* Provided review - KYC, AML, due diligence, risk, restrictions, PEPs, suspicious transactions, financial crime & products

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* Conducted enhanced due diligence and risk assessment reports and reviews and highlighted reputational and political risk, ML/TF risk for business with PEPs
* Reviewed and analysed PEPs hits and results and produced interpretations and analysis
* Worked on a few different platforms to search data and inconsistencies on PEPs for reports and assisted with providing updates
* Reviewed clients’ reports of financial transactions and account activities
* Completed due diligence based on risk rating, product, country of domicile & booking location, including OFAC sanctions procedures
* Assisted with special projects related to the improvement of the compliance infrastructure
* Worked with stakeholders and colleagues at various teams on project of APAC region KYC AML remediation for MAS and projects of analysing PEPs, source of funds and potential financial crime
* Managed team of 2 people and was responsible for organisational matters of 8 contractors

***Achievements***

* Produced compliance completion review reports of rectification process and procedures of regulatory breaches and production system errors and discrepancies.

**8) Orangefield Group, Trust Company, Singapore, Dec 2014 – Feb 2015, Contract**

**Title: Senior Trust and Corporate Officer**

**Duties: Compliance, Remediation and Client Relationship Management**

* Conducted compliance in Singapore and compliance advisory in view of MAS regulations and assistance in view of BVI Financial Services Commission (FSC) requirements: monitoring, full review and audit of KYC, AML, due diligence, risk, restrictions, OFAC sanctions, PEPs, source of funds and client profiling analysis, suspicious activities and transaction reports, financial crime, investment performance review and arranged on-boarding, renewal, remediation, scheduled and ad hoc for all types of clients: local and foreign companies, LLPs, LPs, trusts, foundations and HNWI and UHNWI
* Provided all aspects of trust administration for multi-jurisdictional portfolio of private & unit trusts, underlying companies & opening of bank accounts & fiduciary advisory & acted as ACRA registered company secretary
* Assisted clients of Orangefield with FATCA registration
* Provided compliance guidance to colleagues in Singapore office – about 20 people

**7) State Street Bank and Trust Company, Singapore, Apr 2013 – May 2014, Contract**

**Title: AVP / Trust Manager**

**Duties: Trustee. Assisted with opening of Trust Department and applying for MAS (Monetary Authority of Singapore) Approved Trustee Licence**

* worked closely with Compliance Team and senior bank executives and MAS (Monetary Authority of Singapore) on preparation, review and coordination of MAS questions - answers
* Drafted marketing material for bundle service product for Collective Investment Schemes
* Together with Client Relationship and Business Development met with Singapore institutional clients

***Achievements***

* Incorporated Trust Company and applied for Approved Trustee Licence to the MAS within shortest period of time and tight deadlines
* Acted as de facto Company Secretary for the period of 6 months
* Developed unit trust trustee model and drafted procedures for servicing Singapore Authorised Funds

**6) Asiaciti Trust, Trust Company, Singapore, Mar 2011 – Apr 2013, Permanent**

**Title: Senior Trust and Corporate Officer**

**Duties: Compliance and Trust Relationship Management**

* Conducted compliance in Singapore and compliance advisory in view of MAS regulations requirements: monitoring, full review and audit of KYC, AML, due diligence, risk, restrictions, OFAC sanctions, PEPs, source of funds and client profiling analysis, suspicious activities and transaction reports, financial crime, investment performance review and

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arranged on-boarding, renewal, remediation, scheduled and ad hoc for all types of clients: local and foreign companies, LLPs, LPs, trusts, foundations and HNWI and UHNWI

* Provided all aspects of trust administration for multi-jurisdictional portfolio of private & unit trusts, underlying companies & opening of bank accounts & fiduciary advisory & acted as ACRA (Accounting and Corporate Regulatory Authority) registered company secretary

***Achievements***

* Managed team to completion of internal and external compliance and trust related projects on time
* Improved various stages of administration and control of trusts and companies

**5) Goldman Sachs, London, Jul 2009 – Dec 2010, Contract**

**Title*:* Associate**

**Duties*:* Compliance / Legal, Company Secretary and Legal Officer**

* Acted as de facto Company Secretary and provided full company secretarial and corporate governance support
* Worked on global project of dealing with USA SEC (U.S. Securities and Exchange Commission)
* Managed team of 2 people

***Achievements:***

* Organised and instigated reform process for best practice compliance procedures
* Conducted procedures for reviewing, regularising, implementing and maintaining data storage
* Prepared procedures and training for a newly opened branch of the Trade Management in New York City

**4) Cleary Gottlieb Steen & Hamilton LLP, USA Law Firm, London, Sep 2008 – Apr 2009, Contract**

**Title: Paralegal**

**Duties: legal assistance at Corporate Law and Banking and Finance Law Team**

***Achievements:***

* Assisted Business Development to assess the viability of the opening a new office in the Middle East
* Reviewed and analysed M&A deals and managed matter-trackers in each of the law firm’s European offices

**3) Skadden, Arps, Slate, Meagher & Flom (UK) LLP, USA Law Firm, London, Jun 2008 – Aug 2008, Contract**

**Title: Legal Assistant**

**Duties: legal assistance at Corporate Law and Litigation and Arbitration Team**

**2) Starr & Partners LLP, UK Law Firm, London, Oct 2007 – Jun 2008, Contract**

**Title: Legal Assistant**

**Duties: legal assistance at Corporate Law Team**

**1) Saville & Co., City of London Scrivener Notaries / UK Law Firm, London, Sep 2002 – Oct 2007, Permanent**

**Title*:* Paralegal**

**Duties: Client Onboarding, Compliance / Legal, Offshore Company Secretary**

* AML, KYC, due diligence
* Prepared forms and reports for UK Companies House and for various countries Ship Registers
* Managed contract and temporary staff

**EDUCATION**

**2017** - Anti Money Laundering & Countering of Terrorist Financing Certificate, Udemy.com online learning platform

**2017** - MBA Certificate, Udemy.com online learning platform

**2017** - Sales and Relationship Management Certificate, Udemy.com online learning platform

**2017** – Certificate in Successful International Companies in China, Udemy.com online learning platform

**2017** - Intelligence Analyst Certificate, Udemy.com online learning platform

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**2017** - Asset Protection Using Offshore Companies Certificate, Udemy.com online learning platform

**2017** - Introduction to Financial Markets on Wall Street, Udemy.com online learning platform

**2011** - Advanced Compliance Certificate, Gateway 21, Singapore

**2001** - Law Degree, Novgorod State University, Russia

**1999** - Certificate in International Trade Law, from joint programme of Case Western Reserve University School of Law, ClevelandState University - Cleveland-Marshall College of Law, USA and Novgorod State University, Russia

**1998** - Certificate in Journalism, Novgorod State University, Russia