

JASPREET SINGH

4440 5 ST NW Edmonton, Alberta, Canada T6T 0Z9

jassipowar8055@gmail.com

QUALIFICATION:

Diploma in Digital Media and IT from Northern Alberta Institute of Technology, Edmonton, Canada

EXPERIENCE:**Finance Director, Trackon Canada Private Limited, Canada (August-2020-Till date)**

- Identification, risk assessment and on-going monitoring of high-risk accounts for suspicious activity.
- Monitor transactions to identify potential suspicious activity.
- Review documentation to prevent fraud, money laundering, and identity theft.
- Preparation of management reports on department activities and findings.
- Manage AML/KYC-related KPIs (key performance indicators) for the segment/group to ensure consistency in quality and timeliness of task completion.
- Manage KYC Operations project book of work, including strategic program roll out, major and minor system enhancements.
- Maintaining a visible presence for the compliance team across the organisation.
- Being the point of contact for staff seeking advice on compliance related issues.
- Reporting technical and analytical operations findings to members of senior management.
- Presenting financial reports to senior management on future investments.
- Liaising with the accounting department to ensure timely submissions of financial returns.
- Working on research and development for lucrative collaborations in the financial industry

- Liaising with payment processors on a continuous basis to ensure smooth flow of operations.
- Keeping a very close eye on fixed and variable expenses of the company to ensure they are well under the controlled budget.
- Working closely with other departments to keep their costs as per stipulated budget.

Transport Service-Manager: Start-up, Canada (March-2019 - July-2020)

- Using solid financial knowledge and business acumen to build financial models, interpret data, draw conclusions, and make recommendations that deliver results.
- Creating effective business partnerships, and providing guidance based on data analysis during unexpected events.
- Liaising with the accountant to ensure timely submission of financial returns.
- Developing and executing thoughtful change management and communications plans, in collaboration with our communications lead, to drive adoption of transformational changes to achieve our Talent Strategy and other priorities.
- Contributing to key Finance Operating mechanisms to effectively manage the organization, provide visibility and drive engagement.
- Maintaining and completing accurate records.
- Keeping schedules and organising team members.

Supervisor in Subway, Canada (July-2017 - February-2019)

- Providing feedback to the HR department on the employees' performance of job responsibilities.
- Working closely with the manager to identify and resolve performance issues/opportunities of the team members as they arise.
- Supervising all staff working on an hourly basis and Seasonal Supervisory staff and providing work directions, performance reviews, and coaching the team.
- Assisting in training staff to execute Omni service standards.
- Performing any duty requested by Management to ensure the effective and efficient dining operations.

Admin Manager: Amazon, Canada (January-2016-June-2017)

- Optimizing productivity, efficiency and service quality across various environments.
- Understanding how to take business concepts and create innovative advertising solutions.
- Managing a team of 100 associates to ensure delivery of high-quality service in a timely manner.
- Continuous monitoring of overall sales in the department with an objective to increase the sales by 10% every quarter.

SKILLS:

- Developing risk management strategies.
- Can communicate effectively with compliance colleagues and business personnel of all levels.
- Developing staff through effectively supervising, coaching, and mentoring them.
- An understanding of the compliance requirements.
- Strong interpersonal skills to establish positive relationships with guests and employees.
- Ability to ensure the highest level of quality in all areas of the operation.
- Highly motivated, ability to work on own initiative.
- Strong time management and organizational skills; ability to direct the work activities of several associates simultaneously and planning for the future.
- Strong verbal and written communication skills - ability to communicate with all levels of staff members.
- Strong knowledge of preparing management information reports.
- Proficient in MS-OFFICE, HTML and PowerPoint.

Name: Jaspreet Singh

Date:

Signature: