



Rana Akkas Mujaddid

Date of birth: 20/04/1990

CONTACT

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europass

WORK EXPERIENCE

17/09/2019 – CURRENT Bucharest, Romania

KYC and Anti Fraud Specialist Concentrix Romania

As a KYC and anti fraud specialist at Concentrix Romania, I had the privilege of working with a diverse portfolio of international clients, including renowned companies such as Checkout, BlaBlaCar, Getaround, and Tide Bank. In this dynamic role, I played a pivotal part in ensuring a seamless and secure online experience for users while providing exceptional support.

Key Responsibilities:

Client Onboarding and Verification: Conducted comprehensive KYC procedures to verify the identity of new clients, ensuring compliance with regulatory requirements and company policies.

Fraud Detection and Prevention: Utilized advanced analytical tools and techniques to identify and investigate potential fraudulent activities, mitigating financial risks and enhancing the security of the company's operations.

Collaboration: Worked closely with various teams including legal, compliance, and customer support to streamline processes and enhance the overall effectiveness of the fraud prevention framework.

Training and Development: Provided training and guidance to new team members on KYC and anti-fraud procedures, promoting a culture of vigilance and compliance within the team.

02/2018 – 05/2018 Bucharest, Romania

Organizational Strategy and Leadership Intern University of Bucharest

09/2018 – CURRENT Bucharest, Romania

Interpreter The Romanian National Council for Refugees (CNRR)

2009 – 2013 Daska, Pakistan

Vice Principal House of Cadets School

Planned, controlled and directed the overall activities of an elementary school with 200 students and 15 faculty members. Core competencies include:

- Budget development.
- School Security and safety.
- Classroom evaluation.
- Student teacher supervision.

EDUCATION AND TRAINING

2024 – 2024

Google Cybersecurity Professional Certificate Google Career Certificates

01/10/2016 – 28/06/2019 Bucharest, Romania

Bachelor Degree University of Bucharest

Economics, Management, Marketing, Entrepreneurship.

Field of study Business and administration | Level in EQF EQF level 6

18/01/2019 – 15/05/2019 Kalmar, Sweden

ERASMUS+ Exchange Semester Linnaeus University

Marketing, Sales, Swedish Language

25/08/2009 – 28/10/2009 Lahore, Pakistan

Certificate in Communication Skills The Professionals' Academy of Commerce

Communications Skills Development

2006 – 2008 Gujranwala, Pakistan

Higher secondary school certificate Gujranwala Institute of Future Technologies

2004 – 2006 Daska, Pakistan

Secondary School Certificate Govt. High School

LANGUAGE SKILLS

Other language(s):

English

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Proficient user of Mailchimp | Social Media | Zendesk (Basic) | Remote working tools (Slack, Teams, Zoom, Meet, Discord)

PROJECTS

Projects

Volunteering with: 1) ADRA Romania 2) Volunteer for Life

HONOURS AND AWARDS

Honours and awards

- Recognized for outstanding performance and commitment to compliance, receiving the Most Productive Employee Award.
- Awarded for securing the first position in the whole district in secondary school examinations. Got featured in a national newspaper as well.
- Received an award and a cash prize from a renowned media house executive for securing fourth position in the whole division(six districts) in the higher secondary school examinations.
- Got an award from Megan Ellis - the Asst. Press Attache Embassy of U.S. for outstanding performance in the college.
- Received a merit certificate and cash reward from PAKISTAN CENTER USA for excellent performance in the high school
- Merit certificates for outstanding performance in English and Mathematics in high school.

ORGANISATIONAL SKILLS

Organisational skills

- Leadership: for around 4 years, I managed a team of 15 persons while working as a vice principal.

- Good organisational skills gained as vice principal of a school with 200 students and 15 faculty members.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Communication skills developed as a manager/vice principal and improved through taking communication skills development course.