

Rahmat Anthonio Orekan

KYC/CDD Analyst

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Uppermalboro , MD

CAREER OBJECTIVE

Highly motivated and goal-oriented Analyst eager to contribute to team success through hard work, attention to detail and motivated to learn, grow and excel. Consistently meeting deadlines under pressure. Comfortable working in fast-paced, demanding office environment. I will use my experience, educational background and personal qualities to be an asset to your company and consistently produce quality work and outcomes.

EXPERIENCE

KYC/CDD ANALYST, Barcelona

Fourthline, January 2021-January 2023

- Analyzed compliance regulations with the purpose of preventing financial fraud, money laundering & terrorist financing.
- Performed the required KYC screening on prospects by corroborating the information obtained as required by our Standard procedure ensuring compliance with Clients.
- Document Validation and fraud detection.
- Performed Sanctions Screening and PEPs identification, Fraud Prevention List (FFPL), Face Search.
- Artificial Intelligence annotator.
- Hit and exceeded department KPIs.

ENGLISH TEACHER, Murcia

Cheeky Monkey, February 2020-December 2020

- Evaluated students comprehension of lessons through relevant test questions.

EXECUTIVE ASSISTANT, Murcia, Murcia

Investment Plan Europe, March 2019-February 2020

- Management of directors time, maximize team productivity.
- Created and maintained computer and paper based filing and organization systems for records and reports.
- Managed daily invoices, proposals, developed job postings, recruited candidates and scheduled interviews to fill vacancies.

OFFICE ADMINISTRATIVE ASSISTANT, Murcia

My English House Academy, September 2016-April 2019

- Managed office duties, organized workspaces, answered emails and made phone calls, obtained scanned records and uploaded to database.
- Managed daily schedules of teachers, assisted with payroll preparation and hiring, teamwork in a multicultural environment.
- Tracked expenses and documented records using excel to improve financial flow.

STUDENT/ADMINISTRATIVE OFFICE ASSISTANT, Murcia, Murcia

Unavia Formación, SL, January 2016-July 2016

- Provided administrative assistance by returning phone calls, answering emails, putting together mail distribution lists and updating details in company database.
- Liaised with senior and executive administrative assistants with training department.

EDUCATION

TEFL CERTIFICATE | TEACHING ENGLISH AS A FOREIGN LANGUAGE MY TEFL

April 2021

BACHELOR OF ARTS IN LABOR RELATIONS AND HUMAN RESOURCES

Universidad De Murcia, June 2018

CERTIFICATE OF STUDY AWAY | LABOR RELATIONS AND HUMAN RESOURCES

Missouri State University, December 2017

SKILLS

Bilingual-Spanish

MS Office/ Google Docs / Gmail /

Written And Verbal Skills/Organizational And Planning Skills

Team-Work Oriented/Decision-Making / Motivated / Good Listener And Communicator.