

NISARG PANCHOLI

COMPLIANCE OFFICER (MLRO) & ACCOUNT ASSISTANT



CONTACTS

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Dubai United Arab Emirates, Dubai, United Arab Emirates	

SKILLS

Accounting	
Inventory Management	
Import-Export Operations	
Banking	
Payroll Processing	
Commodity Markets	
Anti-Money Laundering	
Reporting & Analysis	
Regulatory Compliance	
Customer Due Diligence (CDD)	
Enhance Due Diligence (EDD)	
Transactions monitoring	
Compliance Risk Management	
Treasury Operations	

LINKS

Linkdin :
[PANCHOLI NISARG](#)

LANGUAGES

English	
Hindi	
Arabic	
Gujarati	

ABOUT ME

Experienced in day-to-day accounting processes, Import-Export processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge. Cautious Compliance Officer with experience in developing compliance programmes. Possesses good judgment and attention to detail. Solid track record of creating and overseeing action plans to meet compliance requirements. Responsible professional with substantial experience in executing legal compliance programmes. Studies documents and practices to gauge weaknesses. Determined to educate employees to raise standards and apply best practices.

WORK EXPERIENCE

Compliance Officer (MLRO), Art Diamond Goldsmith & Jewellery LLC, Dubai
Nov 2022 - Present

- Maintained all the AML procedures as per the company AML policy for the UAE government Anti Money Laundering law.
- Regularly reported on risk management and implemented mitigative strategies to reduce vulnerabilities.
- Monitored and enforced risk management procedures, reducing vulnerabilities and monitoring outcomes.

Account Assistant , Art Diamond Goldsmith & Jewellery LLC, Dubai
Dec 2021 - Present

- Prepared monthly tax returns and reviewed submitted documentation with auditors.
- Used Orosoft (Neo) & Win Gold accounting software to perform book keeping, invoicing and bank reconciliations.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.

EDUCATION

Bachelor of Commerce, Saurashtra University, Rajkot, Gujarat - India
2021