



Mohammad Mustafa As'ad

Mobile: +962 788299747

Email: moh.alasad97@gmail.com

Summery

A well-trained ACAMS certified Compliance Officer looking for an opportunity to work and delve deeper into the field. I am fluent in both English and Arabic. Very driven and goal oriented, eager to learn, positive learner & listener and very excited to have new experiences and face new challenges.

Academic Qualifications

- **B.S Finance and Banking.**
Al-Zarqa Private University Amman, Jordan (2015 – 2019)

Personal Data

- **Nationality:** Jordanian
- **Birthday:** October 1st, 1997
- **Marital status:** Single

Work Experience

International Medical Corps

Compliance Assistant Jan 2024 – present

- Assist in the development and implementation of compliance policies and procedures.
- Ensure that all staff members are aware of and understand compliance policies.
- Regularly monitor and assess compliance with applicable laws, regulations, and organizational policies.
- Prepare regular reports on compliance activities and findings for management and relevant stakeholders.
- Conduct training sessions to educate staff on compliance matters, ethical considerations, and relevant regulations.
- Provide ongoing support and guidance to ensure staff members are informed and compliant.
- Participate in risk assessment processes to identify areas of potential compliance risk.
- Collaborate with relevant departments to develop strategies for mitigating identified risks.
- Assist in conducting internal investigations in response to compliance concerns or reported violations.
- Collaborate with other departments, such as Human Resources and Legal, as needed during investigations.
- Maintain accurate and organized records related to compliance activities, training sessions, and investigations.
- Ensure that documentation is readily accessible for audits or regulatory reviews.
- Support internal and external audits by providing necessary documentation and information.

- Work with audit teams to address any compliance issues identified during audits.
- Collaborate with other departments to review, update, and develop compliance policies in response to changes in regulations or organizational needs.
- Stay informed about international laws and regulations relevant to the organization's operations.
- Ensure compliance with laws and regulations specific to the countries where International Medical Corps operates.
- Manage and administer a confidential reporting mechanism (whistleblower hotline) for employees to report potential compliance issues or ethical concerns.
- Identify opportunities for process improvements in compliance-related activities.
- Stay informed about best practices in compliance and integrate them into the organization's processes.
- Communicate effectively with various stakeholders, including management, staff, and external partners, regarding compliance matters.

Swiss Exchange

Money transferring and currency exchange office (Amman, Jordan)

Compliance Officer

Jun 2023 – Dec 2023

- Submission MLRO AML/CFT periodically and continuously, conducting monthly meetings, issuing forms and monthly reports, and making periodic field visits to all of the company's branches and agents.
- Follow up the circulars issued by the regulatory authorities (Central Bank of Jordan, Anti-Money Laundering Unit, FATEF, MENAFATEF, UK, UN, OFAC, LOCAL, and Others), and issuing internal notes in line with the instructions of the Central Bank.
- Update policies and procedures periodically and continuously based on local and international updates, and update of private and international lists, classification of countries, lists of local and foreign politicians, and blacklists.
- Studying customer files and movements, following up employees periodically, build scenarios and how to deal with them, and update the automated system continuously.
- Submit notification reports to the Anti-Money Laundering, Financing and Terrorism Unit immediately regarding transaction or activities (SAR & STR) suspected of being linked to money laundering or financing terrorism, whether this operation was completed or not, including all data related to operations or activities.
- Monitoring and implementing the procedures stipulated in the law and instructions for combating
- Money laundering and terrorist financing and any circulars or directives from the supervisory authorities in this regard.
- Coordinating with the regulatory authorities such as the Anti-Money Laundering, Financing and Terrorism Unit and the Central Bank of Jordan to obtain any updates on laws and instructions, including new cases discovered in money laundering transactions with the aim of benefiting from them in combating and preventing such cases.
- Reviewing the reports of the regulatory authorities, such as the Central Bank of Jordan and the external auditor, regarding the results of their audit regarding the adequacy of anti-money laundering and terrorist financing procedures in the company.
- Follow up the implementation of the approved training plan in the company, update it, and provide special training courses in the field of combating money laundering and terrorist financing on a regular and continuous basis for employees.
- Dealing with all activities in the company on the basis of an approach based on risk assessment to ensure the continuity of the company's work properly, in addition to the sub-agents of the company inside or outside Jordan.
- Fill out all questionnaires, whether from agents, banks, international bodies, or global models such as Wolfs-burg Group and others.
- Updating (KYC, EDD, CDD, KYE) models and introducing employees to who is the real beneficiary, and distinguishing between a legal person and a natural person.

Certification and Training

- Certificate Anti-money laundering specialist "CAMS", ID #ER-005126403" / (ACAMS) – Mar, 2023.

Skills

- MS office applications (Excel, Word, Power point and outlook)
- Arabic: Mother tongue.
- English: Fluent.

Social Work •

Google Skills certificate at Al-Zarqa Private University by Injaz (2018/2019).

- Volunteer in a fundraiser University Bazaar, Jul 2018.

References are available upon request.