



KYC Executive

We are seeking a **KYC (Know Your Customer) Executive** to ensure compliance with regulatory requirements by conducting due diligence and risk assessments on new and existing customers. The ideal candidate will have experience in financial compliance, strong analytical skills, and a keen eye for detail.

Key Responsibilities

- Conduct customer due diligence (CDD) and enhanced due diligence (EDD) in line with regulatory guidelines.
- Review and verify customer documentation (IDs, financial records, business licenses).
- Assess risk levels associated with customers and transactions.
- Ensure compliance with AML (Anti-Money Laundering) and KYC policies.
- Monitor and report suspicious activities to relevant authorities.
- Maintain accurate and up-to-date records of customer information.
- Collaborate with internal teams (Legal, Compliance, and Risk) to address KYC-related issues.
- Stay updated on KYC regulations and best practices.

Qualifications & Experience

- **Education:** Bachelor's degree in Finance, Business, Law, or a related field.
- **Experience:** 2+ years in KYC, AML, or financial compliance roles.
- **Knowledge:** Understanding of local and international regulatory requirements.
- **Skills:**
 - Strong attention to detail and analytical skills.
 - Excellent communication and problem-solving abilities.
 - Ability to manage multiple cases effectively.

Apply via careers@codification.io
