



## **CURRICULUM-VITAE**

**RAJESH .P.C**

### **OBJECTIVE**

Seeking a suitable position in Finance and Accounts departments of the company to provide it with the highest level of integrity and strategic services.

Highly experienced, competent and results-oriented professional with expertise and skills in the area of Finance & Accounts / Compliance & Anti-Money Laundering / Risk Management and Reinsurance Claims Administration.

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### **CAREER PROFILE**

<b>Company</b>	<b>Position held</b>	<b>Period of Work</b>	<b>Reason for Leaving</b>
<b>1. HDI Global SE- A German Re-Insurance Co. Bahrain Branch</b>	<b>Finance &amp; Accounts in charge; Compliance Officer, Money Laundering Reporting Officer and Reinsurance Claims Administrator.</b>	<b>March 2016 – till date</b>	<b>Better opportunities.</b>
<b>2. Amana Insurance &amp; Reinsurance Services W.L.L.</b>	<b>Finance Manager</b>	<b>June 2012 – 10 March 2016</b>	<b>Career growth</b>
<b>3. Arabia Insurance Company s.a.l Bahrain Branch</b>	<b>Supervisor - Accounts (Head of Branch Accounts Dept.)</b>	<b>Oct.1999 – May 2012.</b>	<b>Career growth</b>

**1. HDI GLOBAL SE, Bahrain Branch - A Talanx Group Reinsurance Company,  
Germany (March 2016 till date)**

**Position Held: 'Finance & Accounts' in charge at present.**

Previously: Compliance Officer, Money Laundering Reporting Officer & Reinsurance  
Claims Administrator

**Responsibilities included:**

- Managing all accounts and finance related matters of the branch at present
- Co-ordinate with Head Office & external auditors.
- Management of compliance requirements as per Central Bank of Bahrain Rule Book (Volume 3)
- Submission of returns to the Regulator before deadline.
- Liaise with Head Office Compliance Department.
- Periodical revision of Compliance, Anti Money Laundering, Business Continuity Plan, Business Continuity Management manuals.
- Regular updates of Know Your Customer requirements.
- Meeting all Risk Management Reports and requirements of Head Office
- Liaise with external auditors for Anti Money Laundering Audit.
- Staff Training on Anti Money Laundering & Compliance related matters.
- Handling Reinsurance Claims Administration independently.
- Active interaction with reinsurance brokers, Reinsurance Companies and Loss Adjusters with regard to Reinsurance claims.

**2. Amana Insurance And Reinsurance Services (June 2012 – Feb 2016)**

**Position Held: Finance Manager**

- Implementation of the finance and accounting policies and procedures.
- Coordinating, supervising, and following-up of all financial, accounting, budgeting activities.
- Providing monthly, quarterly management reports to the Management.
- Fund switching activities of Life Insurance / Investment products.
- Life Insurance/Investment policy Claims handling.

**Additional Responsibility**

- Implementation of all Central Bank of Bahrain regulatory requirements.
- Ensuring that Know Your Customer documentation is in place to meet the standards required by the Central Bank of Bahrain. Maintaining all necessary customers due diligence and transaction records.
- Ensures implementing of Anti Money Laundering policies and procedures.
- Compliance Reporting to the Regulatory Authorities.
- Submission of IBRS, IBR reports to Central Bank of Bahrain
- Online submission of Reports to Central Bank of Bahrain through ESRAD system.

**3. Arabia Insurance Co, Bahrain Branch – (Oct 1999- May 2012)****Position Held: 'Supervisor Accounts' - Head of Branch Accounts Dept.**

- Managing Accounts Department and Supervision of Accounts staff of the branch.
- Reviewing and Evaluating of Internal Accounting Control.
- Financial reporting to the Branch & Head Office.
- Preparation of Annual Budget and analysis of variances.
- Preparation and evaluation of Financial Statements periodically.
- Supervision of Year-end accounts closing process.
- Cash flow management.
- Liaise with Internal Auditors and Statutory Auditors.
- Active interaction with Corporate, individual clients, insurance companies and banks.

**Additional Responsibility:****Compliance Officer**

- Appointed as Compliance Officer of the Company from September 2008 – May 2012
- Managed compliance requirements as per Central Bank of Bahrain Rule Book Volume 3
- Monitors and coordinates compliance activities of other departments
- Arranging staff awareness initiatives and training;
- Provides reports on a regular basis to the senior management informed of the operation and progress of compliance efforts.
- Responsible for Submission of Reports & Returns like IFR, IFR (Q) and Anti Money Laundering Report to Central Bank of Bahrain.
- Handled the Motor and Marine Claims Recovery duties
- Dealt with other Insurance Companies for Motor Recovery and with Airlines, Shipping Agents in Marine Claims Recovery.

## **Training.**

- Attended two weeks training in Nov. 2016 on Accounts, Compliance, Risk Management and Reinsurance Claim Management at HDI Global SE, Head Office, Hannover, Germany.
- Attended Training on Oracle Software in 2009 at Dubai & in 2011 at Al Ain, UAE.

### **Additional Information:**

1. Approved Person Status (Central Bank of Bahrain) for Compliance Officer and Money Laundering Officer positions at HDI Global SE, Bahrain.
2. Approved Person Status (Central Bank of Bahrain) for Finance Manager Position at Amana Insurance Co.
3. Approved Person Status (Central Bank of Bahrain) for Compliance Officer Position while working at Arabia Insurance Company, Bahrain.

## **ACADEMIC PROFILE**

<b>Degree</b>	<b>Board/University</b>	<b>Year of Passing</b>
Currently perusing Insurance course for <b>Associateship</b> .	<b>Insurance Institute of India</b>	<b>Pursuing</b>
<b>Licentiate Exam.</b>	<b>Insurance Institute of India</b>	Passed with <b>Distinction 2018</b>
<b>Anti-money Laundering Program Course</b>	<b>Bahrain Institute of Banking Finance (BIBF) – Bahrain.</b>	Passed with <b>Distinction 2014</b>
<b>Regulatory Compliance Program Course</b>	<b>Bahrain Institute of Banking Finance (BIBF) – Bahrain</b>	Passed with <b>Merit 2014</b>
<b>Chartered Accountancy</b>	<b>Chartered Accountancy (Inter) examination conducted by The Institute of Chartered Accountants of India, New Delhi.</b>	<b>1993</b>
<b>Master of Commerce. (M.Com)</b>	<b>Calicut University, Kerala, India.</b>	<b>1987</b>
<b>Bachelor of Commerce (B.Com)</b>	<b>Calicut University, Kerala, India.</b>	<b>1985</b>

## **COMPUTER EXPOSURE**

- Excellent working knowledge of **Accounting Packages E.X., Tally and Quick Books.**
- Solid Working experience in **Oracle, Novel Netware, Network System** and in the implementation and use of **Accounting & Operating Systems.**

## **PERSONAL PROFILE**

<b>Name</b>	:	<b>Mr. P.C. Rajesh</b>
<b>Mobile</b>	:	<b>00973 – 39718005</b>
<b>E-mail Address</b>	:	<a href="mailto:pcrajeshcr@gmail.com">pcrajeshcr@gmail.com</a>
<b>Nationality</b>	:	Indian.
<b>Passport No</b>	:	T 2407293
<b>D.O.B</b>	:	30.04.1965
<b>Marital Status</b>	:	Married.
<b>Languages known</b>	:	English, Hindi and Malayalam
<b>Interests</b>	:	Soccer & Cricket
<b>Strengths</b>	:	Result Oriented & Team Player