

PERSONAL
INFORMATION

Karina Dmitriyevna Ellul Bonici

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JOB APPLIED FOR

Anti Money Laundering and Compliance Analyst/
Officer

WORK EXPERIENCE

11/2023 – present

Money Laundering Reporting Officer – Triangle Tech OU

- Developing and upholding an AML/CFT Compliance Guideline.
- Implementing a money laundering risk-based approach, including risk assessment procedures for the company's customers and services, along with risk-based monitoring processes.
- Creating identification and due diligence procedures, along with processes for assessing Money Laundering Risks.
- Maintaining proper documentation of risk management policies, risk assessment profiles, and their implementation by company staff.

07/2022 – present

Money Laundering Reporting Officer – ADS GLOBAL LIMITED

- Developing and maintaining AML/CFT Compliance Guideline;
- Incorporating money laundering risk-based approach, risk assessment procedures of the Company's customers and services and risk-based monitoring processes;
- Developing identification, due diligence procedures and Money Laundering Risks assessment processes;
- Ensuring proper documentation of risk management policies, risk assessment profile and their application by Company staff;
- Conducting AML trainings for Company staff, keeping training records and maintaining effective anti-money laundering and counter-terrorist financing compliance culture within Company staff;
- Compiling an Annual Report on the Company's compliance with its AML/CFT obligations;
- Investigating all internal suspicious activity reports, reporting of suspicious customer activity to regulatory agencies, addressing AML/CFT – related requests;
- Ensuring Company's AML/CFT compliance in line with evolving statutory and regulatory obligations.

08/2017 - 03/2018

Customs Assistant – Busy Bee LTD

- Works within the Customs Enforcement Unit

04/2017– 08/2017

Activity Leader – CET Pembroke, Malta

- Assuming responsibility for the safety of foreign students
- Able to handle any situations that may arise in a mature, controlled and diligent manner
- Punctuality is of utmost importance
- Show affection, care and assertiveness while being entrusted with the responsibility of students.
- Counting the number of students, Checking lists of names before and after each activity so as to make sure that every one is present,
- Having contacts that could be of aid are very important. - Give useful information regarding activities
- Speak Fluent English

- 06/2015–09/2016 **Food and Beverage Attendant - Qawra Palace Hotel, Qawra (Malta)**
- Hosting guests and outside clients.
 - Taking orders and executing them in a timely manner, providing an efficient and friendly service.
 - Work as part of a team creating a professional atmosphere within the restaurant.
 - Communicate with foreigners, helping them plan their domestic travels, offering them a personalised service.
- 04/2014 – 09/2014 **Voluntary Work with Tat-Targa Kennels (I/o Naxxar)**
- Cleaning of kennels
 - Feeding and nurturing of animals (Dogs and Cats)
 - Administering medication when and as required.
 - Instructing behavioural habits

EDUCATION AND TRAINING

2013 ECDL Core

ECDL Module 1: Concepts of Information and Communication Technology
ECDL Module 2: Using the Computer and Managing Files
ECDL Module 3: Word Processing
ECDL Module 4: Spreadsheets
ECDL Module 5: Using Databases
ECDL Module 6: Presentation
ECDL Module 7: Web Browsing and Communication



- 09/2005–04/2010 **Ordinary Level Certificates (SEC)**
St.Dorothy's Convent School, Zebbug (Malta)
- Mathematics
 - English Language
 - English Literature
 - Maltese Language and Literature
 - Biology
 - French
 - Economics
 - Religion
 - Social studies
- Awarded a certification in English Communication (Spoken Presentation) by the English Speaking Board (ESB) international in the following modules:
- ESB Entry 2 (2008)
 - ESB Entry 3 (2009)
 - ESB level 1 (2010)

- May 2018
- Advanced Level in English and Maltese
Intermediate Level in Systems of Knowledge and Biology

Curriculum vitae

April 2021 –
November 2022

Idea Academy – Higher diploma (60
ECTS) in Anti Money Laundering and
Compliance.

PERSONAL SKILLS

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C1	C1	C2

Mother tongue(s) Latvian and Russian

Other language(s) English

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills -Good communication skills gained through my experience as an active participant first as a member and then as a leader of the *Mosta Youth Empowerment Centre (MYEC)*
-Working in the catering industry helped me to improve my communication skills especially in the English language.

Organisational / managerial skills

-Leadership skills have been strengthened during my years as member of the *Mosta Youth Empowerment Centre (MYEC)*. During the six years I have actively participated in several cultural activities in joint efforts with other similar organisations, both within a national sphere and also on an international level.

Job-related skills

- Able to perform duties very satisfactorily both under supervision and on own initiative
- High degree of Initiative and good communication skills
- Sense of responsibility and accountability
- Respect towards superiors, colleagues and clients
- Creative and able to adapt to different situations and responsibilities

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Independent user

ADDITIONAL INFORMATION

Driving Licence - Category B