



AMANDA KLOK

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🏠 Fensohnstraat 17 Curacao

LANGUAGES

English

Dutch

Papiamentu

Spanish

QUALITIES

- Keen eye for detail
- Fast Learner
- Analytical Skills
- Critical thinking and problem solving mentality
- Leadership and Teamplayer
- Effective Time Management
- Service minded

PROFILE

Professional with exceptional skills in KYC/CDD and a background as an excellent Trading Specialist with over 6 years' experience in the banking industry. Ability to build and maintain strong relationship with clients by means of excellent communication skills, professional attitude and the ability to act with empathy.

EMPLOYMENT

Compliance Officer

Sep 2024 - Present

Alliant Group, Curaçao

- Maintaining and updating client files and databases such as all the Employer and the Employer's client files
- Ensuring a company complies with its outside regulatory requirements and internal policies
- Providing support to the team manager managing directors, maintaining office operations by receiving and distributing correspondence
- Providing corporate assistance to potential and existing clients
- Perform general corporate administration duties and assisting with compliance matters
- Maintaining the corporate files
- Assisting with the setting up of new companies, preparation, and submission of statutory filings under guidance of the Senior Compliance Manager
- Liaise with regulators on compliance related matters and ensure all reports are submitted promptly and accurately to them, under guidance of the Senior Compliance Manager
- (co-) executing compliance actions and ensuring deadlines are met
- Supporting the preparation of compliance audits
- Performing periodic reviews on the corporate files
- Delivering fair outcomes for our clients and ensure own conduct maintains the orderly and transparent operation of online digital markets
- Providing excellent customer service at all times.

KYC/CDD Analyst

2022 - 2024

TMF Group, Curaçao

- Conduct CDD reviews of customer profiles for onboarding, periodic and trigger event review according to the Dutch legislation. This includes (but is not limited to) review of the client's source of wealth, activities, AML risk factors, corporate

- structures and due diligence searches
- Complete risk screenings of open hits based on the overnight screening
- Identify and verify KYC documents and customer statistic data
- Engage with customers to provide incomplete CDD information and documentation

Trading & Custody Specialist

2016 - 2022

Citco Banking Curaçao, Curaçao

- Execute and process trade instructions (subscriptions, redemptions market trades and others) received from clients
- Responsible for acceptance of the trade instructions and handle trade related queries of clients and third parties
- Handle AML/ KYC queries in a timely matter
- Maintain contact with customers, Fund Administrator/ Brokers and Institutional Investors
- Handle, investigate and report client's claims and complaints
- Complete requests for new Asset Set ups in the Custody system
- Monitor Trading & Custody Mailboxes
- Complete Audit Confirmations on behalf of clients

Payroll Specialist

2016 - Present

Nederex Curaçao NV, Curaçao

- Run monthly payroll (±100 employees)
- Manage staff procedures (health & pension insurances and SVB mutations-, sick pay- and exemptions)

Assistant Finance Manager

2014 - 2016

Nederex Curaçao NV, Curaçao

- Responsible for the financial administration
- Manage income and outcome
- Analyze costs vs. revenue
- Run monthly payroll (±100 employees)
- Complete monthly/ yearly tax declarations
- Manage staff procedures (health & pension insurances and SVB mutations-, sick pay- and exemptions)

Teacher (Part-Time)

2014 - 2016

ABC Opleiding & Training, Curaçao

- Management Courses
- Teach Word & PowerPoint

Commerce Department (trainee)

2013 - 2013

KPMG Beheer NV, Curaçao

- Mainly responsible for the Client Satisfaction Research
- Develop marketing plan for the Corporate Finance Department
- Maintain and update social media pages (website, intranet, Facebook, linked-in)
- Review and translate public releases

Part-time FBO officer (Facilitaire Boeken Onderzoek)

2009 - 2010

Stichting Belasting Accountants Bureau, Curaçao

- Assist tax audits by increasing the tax compliance

EDUCATION

Bachelor of Business Administration

University of the Dutch Caribbean, Curacao
2014- Diploma Obtained

HBO Human Resource Management

University of the Dutch Caribbean, Curacao
2014- Diploma Obtained

CERTIFICATES

Payroll Pro Ultra Advanced

VCC International NV

2015