Oana ​ Amariei

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**OBJECTIVE:**

To get a challenging and responsible job position where my work experience will contain​ ​important​ ​appliance​ ​and​ ​use​ ​of​ ​my​ ​opportunity​ ​for​ ​development.

**PROFESSIONAL**​​**EXPERIENCE:**

**Arthur Cox March 2020-July 2021**

**Listings Assistant(contract)**

* Interaction with Clients and the Irish Stock Exchange in order to collate Issuer’s KYC documentation.
* Assisting in the KYC process internally for new client set up.
* Assisting with invoice processing and providing cover and support as and when needed
* Obtaining matter codes as and when needed.
* Investigate invoice queries as they become due.
* Liaising and dealing with internal queries on invoicing
* Assisting Issuers to comply with the continuing obligations requirements once listed on the Irish Stock Exchange including obtaining clients financial statements for submission.
* Submitting announcements to the market on behalf of Issuers and ensuring billed on a timely basis.
* Reviewing certain trade documentation before arranging to list securities on the Irish Stock Exchange.
* Responsible for updating and maintaining excel various spreadsheets on a weekly/monthly basis for clients.
* Assist with the reconciliation of ISE and CBI accounts on a monthly basis.
* Assist with reconciliation between the above accounts and 3E.
* Ensuring team projects are entered into 3E system and ensuring timely billing on all transactions and assisting all team member in this regard.
* Participating in projects to improve efficiency of services already provided.
* Assist in the preparation and completeness of approval documentation and ancillary forms
* Assisting with the training of Graduates joining the team.
* Maintaining workflows, timelines and procedures with clients & team members to ensure services are provided in a co-ordinated, streamlined and efficient manner.
* Dealing with ad hoc client queries.
* Work closely will all team colleagues to achieve the above.

**AIB – Burlington Road August 2019-Feb2020**

**Assistant Manager -Operational Risk,** **Monitoring and Oversight**

* Carrying out Evidence reviews on PRM, Major and Significant events , reporting on insights or recommendations
* Run reports on Shield system daily/weekly/monthly
* Helping with the Prudential Reports ,Monthly Reports
* Monitoring the ORE Reporting Mailbox to ensure that all queries are resolved and responded in a timely manner
* Submit PSD2 Events to CBI through CBI online tool within the requested timeframe ( 4 hours for PSD2 , 24hours for Major events)
* Engage with the Engagements Team that submit reports to CBI when a Major Event is identified
* Support the development of action plans in response to the overall team’s feedback on areas where improvements can be made and work together actively sharing ideas and experience
* Support the Business units in reducing number of OR Event Policy breaches.
* Actively taking ownership of tasks and providing feedback to management on progress;
* In line with ORC Working Group take the approach to try to reduce the impact on the business and avoid duplication of effort and time of the stakeholders.
* Assisting in the implementation and oversight of the OP Risk Policy and Guidelines adhering to Directive 2015/2366/EU (or PSD2) - EU Directive that applies to payment services in the EU. It expands the scope of the first EU Payment Services Directive (PSD) which entered into force in 2009.

**AIB**​​**-**​​**Bank**​​**centre,**​​**Ballsbridge** **Dec 2017- August 2019**

**First Line AML**

**First Line Governance & Assurance**

* Support line management with the completion of projects and exercises that are assigned to the Financial Crime Support Team
* Plan, schedule, track and manage key tasks and interdependencies required to deliver assigned objectives within a project
* Utilise all tools, materials, systems, sources of information and support from team members where available
* Politically Exposed Persons (PEP) screening and Transaction Monitoring
* Support line management to on-board new tasks particularly in cases where a project or exercise becomes a business as usual (BAU) task
* Write and update team procedures as required so that they are fit for purpose and understandable to all
* Raising STR’s (Suspicious Transaction Report) to fight against money laundering and terrorist financing that assisted An Garda Siochana and the Revenue Commissioners
* Identifying suspicious transactions
* Proactively engage with your colleagues to provide cover within the team for C.R.O. alerts, B10 alerts, CJA Long Names, Direct Banking ODD Reviews, SME Online ODD Reviews, Trade Finance updates and C.R.O. Number Refresh Exercises (when required)
* Support line management with other assigned tasks when required
* Adhering to Criminal Justice (Money Laundering and Terrorist Financing) Act 2010 (as amended) (“CJA 2010”)
* Chairing AML Working Group (“The Working Group”):

The purpose of the Working Group is to collaboratively address Anti- Money Laundering (‘AML’) and Countering the Financing of Terrorism (‘CFT’) risks and issues identified through risk assessment, internal audit, Central Bank inspection, gap analysis, upstream risk notification and day to day incident or trend reporting

**Scope**:

* Make recommendations for enhancements to AIB systems aimed at ensuring they are ‘fit for purpose’ in relation to the AML agenda, including the provision of appropriate MI
* Respond to requests referred from the Monitoring Group for action, review or recommendation
* Review key outcomes of 1st, 2nd or 3rd LOD testing of AML controls and support Working Group member business units in completing action plans effectively

**AIB**​​**-**​​**Bank**​​**centre,**​​**Ballsbridge**

**Data**​​**Reviewer**​​**Loan**​​**Applications-(project)**​ **Aug** ​**2017-**​​**Nov 2017**

* Review​ ​of​ ​loan​ ​applications​ ​on​ ​Case​ Management​ ​​Tool​ ​system​ ​ensuring ​ consistency​ ​ and​ adherence​ ​to​ ​AIB​ ​Credit​ ​Standards​ ​and​ Policies​ ​ ​and ​specified​​ standards​ ​ ​of​ ​presentation ​​to​ ​the​ ​Relevant Credit​ ​Authority​ ​for​ ​approval
* Analyse​ ​and​ ​review​ ​all​ ​relevant​ ​information​ ​on ​NBP​​ ​system​ ​to​ ​support​ ​credit​ ​decisions.

* Ensure​ that​​ ​accurate​ ​application​ ​data​ ​is​ ​input​ ​to ​AIB​​ ​systems​ ​and​ ​that​ ​this​ is​​ ​correct.

* Personally ​ apply​ ​ required​ ​ Bank​ ​ and​ ​ legislative​ ​ ​policy ​ and,​ ​ ​as ​ a​ ​ member​ ​ of​ ​ the​​ team,​ ​ support​ ​ ​the adherence​ ​to​ ​these​ ​standards​ ​throughout​ ​the​ ​team

**Global**​​**Asset**​​**Analyst Oct** ​​**2016**​​**-**​​**June**​​**2017**

**Virtus**​​**Partners**​​**LLC-**​​**Dublin**​​**2**​​

* Review​ ​and​ ​process ​ daily​ ​ loan​ ​ transactions​ ​ :​​ borrowings​ ​ ,paydowns,interest​ ​ payments​ ​ ,rate​ resets,rollovers​ ​and​ ​restructures ​​on​ ​CDO ​​system
* Manages​ ​large​ ​volumes ​ of​ ​ ​transactions ​ ​and ​ monitors​ ​ activity​ ​ ​reports​ :​​ ​ETR(expected​ ​transactions​ ​report

)​ ​,unrolled​ ​report

* Proactively​ ​and​ ​effectively​ ​communicates​ ​with​ ​agents,​ ​clients,​ team​ ​​members​ ​and​ ​
* Taking​ ​over​ ​a​ ​new​ ​process ​from​​ ​the​ ​Analytics​ ​team​ in​ ​​Houston​ ​and ​improve the Daily/Weekly​ ​/Monthly​ ​Benchmarks​ process ​for​ ​CSAM,checking​ ​indexes​ ​from​ Bloomberg​ terminal​ ​vs​ ​CDO​ ​system​ ​vs​ ​excel​ ​spreadsheet​ ​vs​ ​different​ ​websites​ ​(Merryll​ ​Lynch,Barclays,Credit Suisse)

**Loan**​​**Servicing** ​ **Specialist**​ **August** ​ **2015-**​​ **Oct**​​ **2016**​

**State**​​**Street**​​**-Dublin**​​**2**

* Responsibility​ ​for​ ​Data​ ​Management,​ ​Validation​ and​ ​ Integrity​ ​ of​ ​ ​all ​ related​​ Portfolios.​ ​ Ensure​ ​ ​all ​ the​ systems ​ (​ WSO ​ and​ ​ MCH)​ ​ accurately​ ​ ​reflect​ ​the​ ​position​ ​of​ ​all​ ​Loans​ ​and​ ​work​ ​with​ ​IT ​​to​ ​define,​ ​scope, test​ ​all​ ​business​ ​/​ ​client​ ​requirements.
* Preparation​ ​and ​​timely​ ​distribution​ ​of ​reports​​ ​to​ ​clients​ ​at​ pre​ ​​agreed​ ​intervals ​ and​ ​ /​ ​ or​ ​ specified​ ​ under​ Service​ ​Level​ ​Agreements,​ ​accurately​ ​reflecting​ ​the​ ​financial​ ​position​ ​of​ ​the ​ Loan​ ​ and​ ​ deal.​
* Respond​ ​to​ ​questions ​ /​ ​ inquiries​ ​ regarding​​ the​ ​ ​specific ​ portfolios​ ​ in​ ​ a​ ​ timely​ ​ ​and ​ professional​ ​ manner​​ to​ ensure​ complete​ ​ ​customer​ ​satisfaction ​ both​ ​ internally​​ and​ ​ externally.​

● Assist​ ​in​ ​Cash​ ​Management ​​and ​ Reporting​ ​ process​ ​ as​ ​ required.

​● Assist​ ​in​ ​the​ ​File​ ​Management​ ​process​ ​as​ ​required.

* Assist​ ​in​ ​the​ ​documentation​ and​​ maintenance​ ​ of​ ​ clearly​ ​ defined​ ​ ​departmental ​ procedures​ ​ for​ ​ all​ functions ​ performed​ ​ in​ ​ the​ ​ role.​
* Assist​ ​other​ ​members ​ of​ ​ the​​ department​ ​ in​ ​ meeting​ ​ ​internal ​ and​ ​ ​external ​ customer​ ​ ​requirements,​ ​and perform​ ​other​ ​duties​ ​as​ ​assigned​ ​by​ ​management.
* Participate​ ​openly​ ​and​ ​proactively​ in​​ ​ongoing​ ​initiatives​ ​to​ broaden​ ​​the​ ​skill​ ​base​ ​and​ ​knowledge​ ​of​ ​the department.
* Contribute ​ to​ ​ a​ ​ motivated,​ ​ positive​​ and​ ​ professional​ ​ work​ ​ environment​ ​ across​ ​ the​ ​ ​platform.
* Ensure​ ​implementation​ ​of​ ​internal​ ​controls​ ​is​ ​sufficient​ to​ ​​effectively​ ​manage​ ​risk​ ​and​ minimize​​ ​the potential ​​for​ ​operational​ ​loss.

State Street –Dublin 2 May 2013- Aug 2015

* **Transfer Agent Cash Team Associate 1**
* **Fund Accounting ETF Associate 2**
* Perform​ ​fund​ ​accounting​ ​functions​ ​for​ ​Exchange​ ​Traded​ ​Funds ​such​​ ​as​ ​calculation​ ​of​ ​baskets​ and​​ ​cash com​ponents.
* Receive​ ​creation/redemption​ ​orders​ ​from​ ​APs​ and​ ​​obtain​ ​authorization ​ from​ ​ ​distributor.
* Insure​ ​all​ ​fees​ ​and​ ​expenses​ ​are​ ​charged​ on​ ​​a​ ​timely​ ​basis​ ​for​ all​ ​​clients
* ​ ​Prepare​ ​reports ​ and​ ​ documentation​ ​ for​ ​ billing.​
* Respond ​​to​ ​inquiries ​ from​​ ​Investment​ ​Managers.​ ​Research​ ​complex​ ​items.
* Communicate​ ​necessary​ ​information ​ to​ ​ sponsors,​​ answer​ ​ sponsor​ ​ inquiries.​
* Contact​ ​with​ ​trust​ ​auditors​ ​concerning​ ​routine ​questions​​ ​arising ​ from​ ​ audit​ .​
* ​ ​Daily​ ​contact​ ​with​ ​transfer​ ​agent,​ ​securities​ operations,​ ​​global​ ​trade​ ​settlement, ​​and​ ​fund​ accounting
* **Client Service Operations, Senior Associate**
* Manage​ ​a​ ​portfolio​ ​of​ ​Clients(Wisdom Tree, Spider,DB, Nomura)
* Work​ ​with​ ​Leading​ ​Clients​ ​and​ ​ensure​ all​ ​​aspects​ ​of​ ​SLA's​ ​are ​ met.​
* Ensure​ ​responsive​ ​delivery ​ of​ ​ Fund​ ​ Reporting,​ ​ Marketing​​ Materials​ ​ and​ ​ Company​ ​ Communications.​
* Liaise​ ​with​ ​internal​ ​and​ external​​ parties​ ​ in​ ​ delivering​ ​ ​a ​ complete​​ service​ ​ solution​ ​ ​to ​ Clients.​
* Identify ​ and​​ ​where​ ​appropriate​ ​propose​ ​innovations​ ​that​ ​will​ ​enhance​ ​service​ ​delivery ​​and​ ​work​ ​on
* Client​ ​related​ ​projects
* Helping the organisation to scope out the business requirements for MiFID I

**EDUCATION:**

The Honorable Society of King’s Inns Oct 2019- July 2020

Advanced Diploma in Corporate, White-Collar and Regulatory Crime

The Honorable Society of King’s Inns

Diploma in Legal Studies Oct 2018-June 2021

Institute of Public Administration

Diploma in Project Management Oct 2017- June 2018

**SKILLS:**

* Positive ‘can do’ attitude with excellent problem solving skills
* Detail-oriented Ability to work in a fast pace environment
* Excellent verbal and written communication skills (underpinned by strong Microsoft Office skills) in particular the ability to relate and communicate clearly to, senior management and staff.
* Ability to work on own initiative and as part of a small team, with attention to detail, completing tasks to a high standard within agreed deadlines.
* Strong organization skills with the ability to multitask and prioritise; ability to work under pressure and to tight deadlines.
* Experience in reviewing and interpreting regulation and regulatory guidance. Take initiative and ownership of job responsibilities