


PERSONAL INFORMATION Annalisa Camilleri

 Mandala, Main street, Mosta

 79231997

 annalisac26688@gmail.com

Female 26/06/1988 Maltese

I.D: 290888(M)

WORK EXPERIENCE

16.06.2016 – 16.07.2019

Compliance Officer**FIMBank plc**

- Payment filtering
- Transaction on-going monitoring
- Checking of transaction supporting documentation
- Presenting management with AML/CTF monthly reports
- Processing of garnishees and queries from authorities
- Providing Financial Institutions with the requested information
- Reviewing of compliance checks performed by first line of defence
- Initiating of investigations
- Updating compliance policies and procedures
- Day to day AML/CTF tasks
- Providing support and assistance to other departments related to internal procedures
- Preparing STRs for submission to the FIAU
- Performing EDD investigations
- Assisting internal/external auditors
- Determine potential fraudulent activity
- Working with the project team on the acquisition of a new system for the compliance department
- Supervising the AML team
- Deputy to compliance manager

Banking

01.03.2011 – 15.06.2016

Trade Finance Senior Associate**FIMBank plc**

- Issuing and advising Letters of Credit
- Issuing of bank guarantees - bid bonds, performance bonds and payment guarantees
- Handling documentary collections - inward and outward
- Preparation of documents and draft checking
- Checking of documents presented under letters of credit as per UCP600
- Preparation / Verification of SWIFT messages as required

[Banking](#)

23.09.2008 – 28.02.2011

Administrative Officer & Customer Care**BNF Bank plc**

- Assisting customers over the phone and through other mediums of communications in a timely manner
- Providing information regarding the bank's products and services
- Handling of credit card and debit card applications
- Setting up internet banking accounts
- Assisting customers with internet banking log in and ATM/Card issues
- Contacting customers to promote the bank's offers
- Handling of complaints
- Assistance to the whole network of branches

[Banking](#)

29.06.2007- 20.09.2008

Customer Service and Sales Representative**HSBC plc**

- Handling of enquiries and complaints
- Setting up of direct debits and standing orders
- Effecting outward payments and inter account transfers
- Promoting and selling financial products and services to customers
- Updating account details

[Banking](#)

EDUCATION AND
TRAINING

Oct 2011- Jan 2015

Professional Certificate in Banking

MQF Level 5

Institute of Financial Services

- Assessing financial performance

PASS

- Economics

DISTINCTION

- Financial Markets and Risks

PASS

- Introduction to Quantitative methods for finance & investment

PASS

- Financial Markets Instrument

PASS

Sep 2014- May 2016

Post Secondary A levels

MQF Level 4

G.F.Abela, Junior College, MsidaINTERMEDIATES

- Systems of Knowledge - GRADE C
- Italian – GRADE C
- Philosophy – GRADE D
- Environmental Science – GRADE E

A-LEVELS

- Maltese – GRADE C
- English – GRADE D

Overall grade: C

Sep1999- May 2004

Secondary O Levels

MQF Level 3

Sir Adrian Dingli Junior Lyceum, Pembroke

- Maltese – MATSEC Grade 3
- Religious Knowledge – MATSEC Grade 3
- Italian – MATSEC Grade 1
- English Language – MATSEC Grade 3
- English Literature – MATSEC Grade 5
- Mathematics – MATSEC Grade 5
- Physics – MATSEC Grade 5
- Business Studies – MATSEC Grade 3
- French – MATSEC Grade 3
- Environmental Science – MATSEC Grade 5

PERSONAL SKILLS

Mother tongue(s)

English and Maltese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C1/C2	C1/C2	B1/B2	B1/B2	C1/C2
French	A1/A2	A1/A2	A1/A2	A1/A2	A1/A2

Communication skills

- Excellent command of written and spoken English
- Clear and concise communication skills within department, inter-department and third parties gained through my experience in the banking environment
- Ability to provide feedback to higher level management on ongoing tasks
- Active listener
- Proficient at conflict resolution

Organisational skills

- Can work underpressure
- Meticulous
- Excellent time management skills
- Meeting deadlines consistently
- Ability to multitask
- Able to work and deliver with minimum supervision
- Team leadership

Job-related skills

- AML/CFT knowledge
- Proficient with banking systems like Safewatch and SWIFT
- Strong research skills
- Decision maker with a high level of assertiveness
- Good critical thinking skills
- Diplomacy and negotiation skills

Digital skills

Good command of Microsoft Office Tools

Driving licence

Category B Licence