



## Nakisa Abeditameh

Compliance and Risk

### CONTACT

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**Location:** Geneva, Switzerland

**Permit:** Swiss B permit

**Status:** Available immediately

### KEY SKILLS

- AML, KYC and CDB requirements
- Client due diligence and file review
- Banking and trade documentation
- Accounting reconciliations
- Transaction and payment controls
- Data integrity and record keeping
- Internal control procedures
- Advanced Excel and MS Office

### LANGUAGES

**English:** C1

**French:** B2

**Persian:** C2

**Dari:** C2

**Turkish:** B2

**Arabic:** A2

### CERTIFICATIONS

- AML Certification - SSBM
- ISO 9001 Lead Auditor
- ACAMS - in progress
- CFA Level I - candidate
- PMBOK - Project Management
- MCSE - Microsoft

### EDUCATION

**MSc International Banking and Finance**

University of Salford - 2025

*Dissertation on ethical banking and AML, published as an article in Le Monde Economique*

**BSc Civil Engineering**

Islamic Azad University

# Nakisa Abeditameh

Compliance and Risk | AML - Controls - Risk Mapping

Compliance and risk profile combining financial controls, banking documentation and data integrity. I reconcile accounts, verify transactions against supporting evidence, check bank and trade documents for consistency and keep every file traceable through to closure. MSc in International Banking and Finance, AML certified, working in English and French.

### KEY ACHIEVEMENTS

#### Client Due Diligence in a Swiss Bank | CIM Banque

Applied AMLA, CDB and KYC requirements to client files in a FINMA-regulated bank and escalated higher-risk relationships to Compliance with documented evidence.

#### Financial Controls and Data Integrity | Tooka SA

Performed accounting reconciliations and verified client transactions, keeping financial data reliable and compliant with internal control requirements.

#### Bank and Trade Documentation | Balgin Company

Checked letters of credit, bills of lading and customs declarations against underlying transactions and answered banks' requests for evidence over four years.

### PROFESSIONAL EXPERIENCE

#### Tooka SA | Financial Assistant

Geneva | Mar 2024 - Dec 2025

- Prepared financial reports, performed reconciliations and controlled financial flows
- Verified client transactions and receipts and followed up payments and invoices

#### Lycamobile | Client Relations Coordinator

Geneva | Sep 2023 - Feb 2024

- Performed client registration and identity checks, keeping client files accurate
- Followed up service requests with internal teams through to resolution

#### Schmitt | General Coordinator

Zurich, Switzerland | Mar 2023 - Sep 2023

- Reviewed contracts, followed up on banking matters and organised records
- Managed and tracked outstanding requests and actions through to completion

#### CIM Banque | Assistant Relationship Manager

Geneva | Aug 2022 - Dec 2022

- Applied AMLA, CDB and KYC requirements to client files in a FINMA-regulated bank
- Checked account documentation and escalated higher-risk clients to Compliance

#### Balgin Company | Import Manager

Tehran, Iran | Jan 2017 - Feb 2021

- Reviewed letters of credit, bills of lading and customs declarations for consistency
- Coordinated banking approvals, KYC and legal permissions, FX requests and payments in IRR, RUB and EUR

#### Cottonbox | International Export Manager

Turkey | 2013 - 2017

- Managed export contracts and documentation for Middle East and EU clients

#### International Holding | Project Coordination Manager

Dubai | 2010 - 2013

- Coordinated projects, documentation and reporting for an international group