**TAMARA LYSENKO**

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**ANALYST**

**QUALIFICATION SUMMARY**

* A dynamic and results-driven professional with a highly successful background in finance and international business relationships.
* Working knowledge of the BAU Processes, Compliance rules, AML Policy/Sanctions Policy Standards.
* Expert knowledge of AML/KYC Standards and Procedures.
* Experience with valuations of business entities and intangible assets, purchase price allocations, and financial analysis and research.
* Ability to effectively communicate with and inspire action among a broad range of audiences and the highest levels of management.
* Committed to achieving and exceeding demanding targets and business objectives while remaining focused on providing an exceptional standard of service to clients.
* Enjoys being part of, as well as managing and motivating, a successful and productive team member that thrives in highly pressurised and challenging working environments.
* Quick to assimilate new ideas and concepts whilst demonstrating a logical and analytical approach to solving complex problems and issues.
* Excellent written and verbal communication skills (**English, Russian, Ukrainian, Polish**), B2 level in **German** and B1 in **Spanish**.
* H1B Sponsorship required.

**TECHICALS SKILLS**

* Advanced capability with Microsoft Suite of applications (Word, Excel, PowerPoint, SharePoint and Outlook).
* AML/Compliance related Case Management Systems along with AML related research tools (e.g. World-Check, LexisNexis)
* Knowledge of Console, Adobe PDF.

**WORK EXPERIENCE**

**July 2014 – September 2015 Analyst in M&IB Operations, Division Royal Bank of Scotland, Warsaw, Poland**

* Analysed sensitive information concerning customer and account activity including transactional data and conducted additional research that is potentially linked to money laundering, terrorist financing, organized crime, and other financial crime activity.
* Responded to a defined range of customer requests, offering one of a number of solutions to commonly made requests within defined business parameters
* Captured and updated accurately outcomes & actions against customers` records
* Participated in training activities and briefing activities, ensuring ongoing awareness of changes in products, services and unit policies and procedures, minimizing risk and provided advice.
* Maintained external awareness of research trends, information, and techniques related to money laundering, and communicated the same to appropriate levels of the AML organization.
* Actively involved in the AML projects to facilitate the achievement of demanding deadlines and deliverables, enabling the project to proceed to the next phase.

**Key achievements**

* Achieved personal recognition in the team
* Contributed directly to the department delivering 100% of leads target/plan

**September 2013 – June 2014** **Administrator, Learning systems Poland & Speak Up Express English School**

* Specifically responsible for the organization of educational process.
* Established budget guidelines, reviewing financial statements, and implementing changes to adhere to budget figures.
* Monitored cash inflow and outflow to help prepare budget for coming quarters.
* Compiled and analysed financial information to prepare entries to general ledger accounts.
* Provided management and support to up to 20 members of staff.
* Developed financial and operating metrics to measure the performance of the company operations including recommendations for improvement
* Worked with the Marketing Department to attract new residents to the school and assisted with public-relations efforts.

**November 2012 – June 2013** **Administrative Assistant, Representative Office “Tesa Tape Kft”, Kiev, Ukraine**

* + Provided all necessary administrative functions for the Representative office in Ukraine.
  + Provided support in fairs and exhibitions participation, preparing required marketing materials.
  + Translated\checked translation of presentations and marketing materials.
  + Prepared balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
  + Advertised RO’s open vacancy announcements, taking active part in candidates’ interviews.
  + Provided visa and other necessary support for RO’s employees during their foreign and local business trips.
  + Managed month-end close process and worked closely with business partners to ensure accurate financial reporting.
  + Assisted with annual audit requests.
  + Maintained office efficiency by planning and implementing office systems, layouts and equipment procurement.

**2011 – 2012 Supervisor, Herbalife, Kiev, Ukraine**

* + Assisted in standardization of goal setting and productivity and performance monitoring.
  + Monitored clients’ orders and data base.
  + Developed client base through network and seminar marketing.
  + Reviewed prospective new clients' profiles and developed accurate information for account submissions and analysis.
  + Possessed a customer service mind-set to ensure all internal and external customers are satisfied
  + Analysed, planned, implemented various aspects of the sales and marketing department.

**EDUCATION AND SERTIFICATION**

**2015** MS in Economics with International Business specialization. Kozminski University, Warsaw, Poland

**2014**  Harvard Business Review Certificates in Coaching, Change Management, Budgeting, Finance Essentials, Innovation and Creativity.

**2014 BULATS (**Business English Certificate), Cambridge English Language Assessment

**2013** Post graduate course in Administration of secured information, State Higher Professional School in Zamosc, Poland

**2014** PhD in History, National Taras Shevchenko University, Kiev, Ukraine (incomplete).

**2012** MS in History, National Taras Shevchenko University, Kiev, Ukraine.

**2012** Polish Language Certificate of European Education

**REFERENCES AVAILABLE UPON REQUEST**