

Curriculum Vitae

Sanel Sunje

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Profile

I am a value-driven compliance professional with multiple years of experience in both first as well as second line positions within the financial sector. This experience with first and second line compliance activities enables me to better understand the dynamic between the two, to identify possible risks and gaps in a timely manner and to provide more effective and efficient solutions. I am very passionate about creating compliance awareness, translating theory into workable and structured compliance practice, resulting in a lasting change and an added value for the organization.

Work experience

2021-present **Compliance Consultant**, Charco & Dique

2017-2021 United Finance & Trust Services

- 2019-2021 **Compliance Manager**
 - Monitoring and ensuring compliance with relevant laws and regulations and internal policies by employees and the organization as a whole
 - Advising management on compliance and integrity matters
 - Assisting the (first line) account managers with compliance-related activities, such as client due diligence and transaction monitoring
 - Coordinating the internal client acceptance procedure, from the prospect phase to the actual start of services
 - Maintaining contacts with the regulator (DNB), the Financial Intelligence Unit (FIU) and other authorities
 - Coordinating periodic audits of the regulator

- Organizing and coordinating the Wtt 2018 audit
- Managing junior employees and support officers
- 2018-2019 **Legal Manager**
 - Managing a client portfolio
 - Managing and coordinating the activities of the account team
 - Managing multiple Legal Support Officers and Financial Account Managers
 - Maintaining contact with various stakeholders
 - Setting up and reviewing compliance files
 - Preparing various legal documents
 - Providing clients with legal advice
 - Coordinating audits, restructurings and various other transactions
- 2017-2018 **Legal Support Officer**
 - Preparing various legal documents
 - Preparing and attending shareholder and board meetings of client entities
 - Maintaining contact with the client, various advisers and authorities
 - Preparing and executing various transactions
 - Supporting the Legal Manager in managing the client portfolio

2015-2017 Employee Insurance Agency (UWV)

- 2016-2017 **Client Advisor**
 - Guiding, activating and motivating clients
 - Quality of service coordinator
 - Supervising the client's compliance with laws and regulations
 - Maintaining contact with client, employer and relevant third parties
 - Planning and organizing of team activities
 - Providing management with advice
- 2015-2016 **Department Mentor**
 - Ensuring the correct application of laws and regulations by employees
 - Supervising the provision of services
 - Providing management with advice
 - Giving lectures (legal theory) to employees
 - Implementing new procedures (based on new laws and regulations)
 - Responsible for communication with other divisions and departments

Achievements & projects

- Implementation of new policies and procedures following changes in laws and regulations
- Review and remediation projects of client files
- Implementation and execution of Compliance Monitoring Plan

- Providing lectures, training and awareness sessions on various topics
 - Performing Systematic Integrity Risk Analysis (SIRA)
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Expertise

- CDD/KYC (WWFT/WTT/Sanctions Act 1977)
 - AML/CTF
 - Systematic Integrity Risk Analysis (SIRA)
 - Integrity Risk Analyses (IRA)
 - Compliance Monitoring
 - Transaction Monitoring
 - Compliance Risk Management
 - Remediation
 - Fiscal Integrity
 - Social Propriety
 - Compliance Awareness
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Education & courses

2020-2021	Compliance & Integrity Management, Vrije Universiteit, Amsterdam
2020	Certified Anti-Money Laundering Specialist (CAMS), ACAMS
2019	Certified Compliance Officer, NIBE-SVV
2018	Fundamental Trust Officer Course, Sdu Licent Academy
2015	KIM/NL Training, Communication, Interaction and Management – Van Harte & Lingsma
2011-2013	Transnational Legal Studies (Master's Degree), Vrije Universiteit, Amsterdam
2005-2012	Dutch Law (Bachelor's Degree), Vrije Universiteit, Amsterdam

Languages

Dutch	Native
English	C2
Bosnian	C2
Croatian	C2
Serbian	C2
German	A1/A2
French	A1/A2

Interests

Reading, football, chess and traveling.