

## KEBATSHABILE TEFO DISEKO

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### COMPLIANCE AND AML/CFT OFFICER

#### PROFESSIONAL PROFILE

An organized, self-starter and goal orientated analyst with comprehensive process, systems and project management experience. Result driven with an exceptional ability to facilitate teams and able to work under fast paced, high volume, time straining conditions and leading multiple projects simultaneously. Possess remarkable interpersonal, analytical, quantitative, problem solving and decision-making skills with solid written, oral and technical aptitude.

#### CORE COMPETENCIES

- *Quality management Standards*
- *Business Process Management*
- *Project/Team Management*
- *Project Planning & Deployment*
- *Business / System Integration*
- *IT Strategy Implementation*

#### EDUCATION

##### **Graduating in Master of Arts in Economics**

University of Botswana, Projected Graduation date- November 2021

##### **Bachelor of Science in Agricultural Economics**

University of Botswana- Faculty of Agriculture (Botswana College of Agriculture), Graduated: October 2014

#### PROFESSIONAL DEVELOPMENT

YALI Online Cohort 14-Business and Entrepreneurship Development (2021) ▪ Pan African Women Entrepreneurship (PAWEN) ▪ Quality Management System Standards- Implementation of BOS ISO 9001:2015 Documentation of BOS ISO 9001:2015 ▪ Business planning ▪ Sales and marketing ▪ Records Keeping ▪ Entrepreneurial development training ▪ Agrochemicals Management▪

#### SOFTWARE KNOWLEDGE

Microsoft Office: Excel, Word, PowerPoint and Outlook ▪ SPSS ▪ E-Views ▪ Team track (Serena Business Manager) ▪ Finacle Universal Banking Solution ▪ Jira Software ▪ HP Application Lifecycle Management ▪ Data warehouse ▪ Nice actimise

#### PROFESSIONAL EXPERIENCE

**BDO**  
present

**Gaborone (Finance Park )**

**June 2021-**

##### **Compliance and anti-money laundering/ counter terrorism financing officer**

- Background verification of new and existing clients to identify any potential exposure for reputational risk to the firm
- Clients take on documentation management
- Perform Corporate tree requests and Conflict of interest checks
- Perform AML, CFT & proliferation training

- Independence and ethics declarations
- Risk Assessment database management
- Prepare and update sanctions database
- Risk register management
- Assist with the upkeep and update of data pertaining to the firm's BAOA reporting information
- Reporting and compliance to the Financial Intelligence Agency requirements
- Reporting and compliance to the Botswana Institute of Chartered Accountants
- General compliance assistance support to the firm
- Formulate and update the firms policies

**Stanbic Bank Botswana  
2021**

**Gaborone (Acacia Branch)**

**April 2019-May**

### **Anti-money laundering analyst- Compliance**

- Investigating and managing the work flow for all assigned alerts, that includes Money laundering, Financing of terrorist and sanctions and PEPs related, within the established time frame as per prescribed regulatory requirements.
- Analyze potential matches in relation to the review of transactions, customer on boarding and periodic review referrals within service level agreements and quality standards.
- Request/obtain any further additional information or documentation from other business units, branches, relationship managers, account executives needed in the analysis process.
- Apply the required knowledge of processes, systems, products, procedures, distribution channels and customer segmentation to analyze these alerts.
- Actively participate in AML projects and assist in testing of the new systems in the AML space.
- Actively contribute to the compliance culture by completing all Compliance related training.
- Ensure periodic Kyc Risk Reviews are conducted by business as per agreed time frames and as per set business parameters on both Personal & Business accounts.
- Attend to client inquiries on account opening documents and ensure that clients KYC is compliant as per the regulatory requirements
- Assisted client with services provided in the bank

**Stanbic Bank Botswana**

**Gaborone**

**May 2018 -March 2019**

### ***Business Analyst – Personal and Business Banking***

The main role of the BA is to drive technology optimization by coordinating analysis and prioritization of business requests. The analysis approach is based on the Structure Agile Framework (SAFe).

### ***Key Performance Areas:***

#### ***Business Analysis and Reporting***

- Investigate, analyze, understand and design a quality business solution that meets the customer requirements and ensure that the projects and/or work requests are successfully implemented, whilst gaining and sharing the right knowledge.

- Work closely with the business and business partners to identify and maximize opportunities to use information and technology to improve product, service and/or program business processes.
- Review, analyse, and create detailed documentation of business systems and user needs, including workflow, program functions, and steps required to develop or modify computer programs
- Develops and maintains ongoing working relationships, networks and partnerships to help achieve business goals through others
- Coordinate the development of all approved versions of business and functional specifications for specified applications. Review use cases and other technical documents with IT project staff to ensure business requirements are adequately reflected in technical planning documents

### ***Testing***

- To accurately test all developmental tasks in accordance with business requirements.
- To apply system, regression, performance, negative, scenario and integration testing methodologies.
- Strict adherence to time lines in designing and executing test cases.

### ***Training and User Support***

- Provide subject matter expertise on core banking functional matters and any other
- Support users with the resolution of functional system queries, issues and defects
- Coach business on system functional usage by proactively assisting with the identification of training and development requirements of the Business Units.

### ***Business Process Modelling***

- Engaging colleagues and clients/users to investigate and model business functions, processes, information flows and data structures, using methodical and consistent techniques;
- Establishing and understanding of business aims and developing alternative processes to achieve them, including temporary workaround to ensure that business can function while a permanent solution is being developed.

<b>Botswana College of Agriculture</b>	<b>Gaborone</b>	<b>2015 January-2016 January</b>
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### ***Student Entrepreneurship Project***

- Ensured that all the required equipment and machinery and raw materials are available for production.
- Hired staff and made some mini-training on safety and food handling, machinery and equipment used for slaughtering.
- Ensured that there was continuous flow of produce in the market.
- Made financial reports and gave feedback to supervisors and coordinators of the project

<b>Ministry of Agricultural Development and food Security</b>	<b>Serowe</b>	<b>May –June 2013</b>
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### ***Department of Agribusiness Promotion: Technical Assistant Officer***

- Promoted and mobilized the formation of agricultural cooperatives and management associations.
- Assisted in farm produce business plans and enterprise budgets for both crop and livestock

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- Provides support and advisory services to farmers.

**Botswana College of Agriculture                      Gaborone                      (August 2012- April 2013)**

***Computer laboratory assistant***

- Monitored the use of computers by the students.
- Reported any faults in computers to the technicians
- Ensured that the computer laboratory is in a good condition before being operated.

**Ministry of Agricultural Development and food Security    Ditladi                      May-June 2012**

***Technical Assistant officer: National Fruit Tree Nursery***

- Assisted in technical activities and management of fruit trees like: Pruning, cultivation, watering. Spraying, adding fertilizers, budding.
- Scouting and identification of pests, disease and or nutrients differences.
- Involved in pump of water and watering of plants.

***REFREES***

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