

RUMITHA SHAKKEER

(Legal Compliance Officer/Legal Co-Ordinator/DMLRO - Mobile/WhatsApp: +974 66304829)

Professional Summary

Results-driven Legal Compliance Officer with seven years of experience in regulatory compliance, legal coordination, and contract administration across fintech and medical staffing sectors. Skilled in drafting, reviewing, and negotiating contracts; ensuring adherence to regulatory frameworks; conducting compliance assessments; and maintaining strong governance practices. Demonstrated ability to interpret laws, manage legal documentation, support cross-functional teams, and ensure organizational compliance with AML/CFT, QCB regulations, Company Law, Corporate Governance Law, and Qatar Labor Law. Recognized for accuracy, confidentiality, and efficient handling of high-volume documentation and regulatory reporting.

Core Competencies

Contract Drafting & Review • Legal Coordination • Corporate Governance • Regulatory Compliance • Contract Negotiation • Documentation Management • Risk Assessment • Policy Drafting • Stakeholder Coordination • Regulatory Reporting • Legal Research • Contract Lifecycle Management

Certifications and Licenses

- Licensed to practice law in India.
- Certified Anti Money laundering Manager (CALM)
- Certified AML CFT Risk based supervision of financial institution (IMF)
- Governance, Risk and Compliance certified Professional
- GRCP Auditor
- Financial Forensic Investigation
- Enhancing financial inclusion with risk-based approach (ACAMS)
- Certification in Maritime Shipping Law and Contracts of Carriage.

Professional Memberships & Affiliations

- OCEG-Open Compliance & Ethics Group (GRC professional member)
- IMF- International Monetary Fund -AML/CGT Training and Certification
- National Institute of Security management (NISM)- Certified Member

Education

- **Bachelor of Law** | University of Kannur, Kerala, India | Feb 2007
- **Bachelor of Philosophy** | University of Kannur, Kerala, India | March 2003
- **Pre-Degree** | University of Calicut, Kerala, India | 1999
- **Central Board of Secondary Education (10th)** | USSS, Kannur, Kerala | 1997

Work Experience

Legal Compliance Officer | [Hesab for Payment Solution W.L.L] | Doha, Qatar | Oct 2024 – Present

- Ensure compliance with Qatar Central Bank (QCB) regulations, AML (Anti-Money Laundering), and CFT (Countering the Financing of Terrorism) laws.
- Develop, implement, and maintain internal compliance policies and procedures in accordance with regulatory requirements.
- Conduct compliance risk assessments and provide recommendations to mitigate identified risks.
- Liaise with regulatory authorities and oversee reporting obligations, ensuring timely and accurate submissions.
- Served as the focal point in ensuring compliance with VISA standards, facilitating communication and coordination on regulatory matters to uphold industry requirements and best practices
- Conduct internal audits and compliance training programs for employees to enhance regulatory awareness.
- Investigate and report suspicious transactions to the Financial Information Unit (FIU) as per regulatory mandates.
- Provide legal guidance on compliance-related matters and ensure adherence to corporate governance standards.
- Manage KYC (Know Your Customer) and due diligence processes to prevent financial crimes and regulatory violations. Validating customer documents, reviewing system data, maintaining compliance trackers, and ensuring adherence to AML/CFT and Qatar Central Bank (QCB) regulatory requirements.

Legal Coordinator & Contract Administrator

- Drafted, reviewed, and negotiated contracts and agreements for Hesab and its parent company in the medical staffing sector.
- Managed end to end contract approval workflow, change request and ensured timely execution
- Coordinate contract renewals, amendments and expiry tracking.
- Assessed contractual risks and prepared recommendations for the management
- Ensured all contractual terms adhered to regulatory, legal and organizational requirements.

Consultant | ESESCORP | Doha, Qatar | Feb 2023-Sep 2024

- Manage and optimize interactions with Qatari governmental entities, ensuring full compliance with legal and regulatory requirements.
- Facilitate the acquisition of visas, labor permits, residence permits, and other essential documents for employees by liaising with key government offices, including the Ministry of Labor, Immigration, and the Ministry of Interior.
- Provide comprehensive company formation services for domestic and international clients, including company classification documentation.
- Handle all labor and immigration-related documentation.

Legal Assistant | India | Jan 2017 – Oct 2022

- Represented clients in criminal, civil, and family law cases.
- Drafted and reviewed legal documents to ensure accuracy and compliance with court requirements.
- Maintained court dockets and diaries, ensuring timely filings and adherence to deadlines.
- Reported legal and procedural issues to senior lawyers.
- Assisted attorneys in mediation and trial preparation.
- Communicated effectively with clients regarding case progress and procedural matters.
- Ensured proper filings of documents with regulatory authorities and courts.
- Provided administrative support, including answering phones, managing files, and making copies.

Industry Exposure

Fintech & Payment Solutions • Medical Staffing & Healthcare • Corporate Services • Government Liaison & Regulatory Affairs

Skills

- **Regulatory Knowledge:** Strong understanding of AML/CFT regulations, Qatar central Bank (QCB) guidelines, company law, corporate governance frameworks, Qatar labor law regulations and global AML frameworks including FATF recommendations, with the ability to interpret regulatory requirements and ensure organizational compliance.
- **Risk Management:** Identifying, assessing, and mitigating compliance risks. Developing and implementing risk-based compliance programs
- **Communication Skills:** Clear and concise communication to explain compliance requirements to stakeholders. Ability to draft policies, reports, and training materials.
- **Ethical Judgment:** Strong ethical standards to ensure the organization operates with integrity. Ability to handle sensitive information confidentially.
- **Attention to Detail:** KYC Documentation Review and Customer Due Diligence (CDD/EDD) and monitoring transactions for unusual patterns or red flags. Ensuring compliance with AML reporting requirements.
- **Regulatory Liaison:** Acting as a point of contact for regulatory bodies on AML matters. Staying updated on changes in AML regulations and best practices

- **Legal:** Litigation support, document filing, legal research and analysis, regulatory compliance, contract drafting and negotiation
- **Computer:** Proficient in MS Office Suite, MS Outlook 365, and MS SharePoint 365

Languages

- English
- Hindi
- Malayalam
- Read and write Arabic

References

Available upon request.

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