

# Sharmal Khan Ziad

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## Profile

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Motivated and adaptable commerce graduate with strong analytical, administrative, and documentation skills. Equipped with hands-on experience in compliance support, data handling, and customer service operations. Seeking a generalist role in a reputed organization where I can contribute to team efficiency, process accuracy, and operational excellence while growing professionally in a dynamic environment.

## Work Experience

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📅 06/2022 – 06/2025 📍 INDIA

### Consultant – Financial Crime Compliance | Ernst & Young GDS India LLP , Trivandrum

- Analyzed financial transactions for potential fraud, AML risks, and sanctions breaches using risk-based methods and alert reviews.
- Performed KYC due diligence for Middle Eastern clients, assessing risk profiles based on industry, region, and activity.
- Investigated AML cases by identifying suspicious trends and validating customer data.
- Executed sanctions and PEP screening, escalating potential matches from global watchlists.
- Managed KYC remediation, ensuring accurate documentation, data classification, and adverse media checks.

📍 INDIA

### Team Member – Global Compliance & Reporting (US Tax E-filing) | EY GDS, Trivandrum

- Supported US-based clients in preparing and filing federal and state tax returns using GoSystem software.
- Reviewed client data and financial records to ensure accuracy and compliance with IRS and state regulations.
- Monitored filing status and ensured timely submission of tax documents, maintaining proper tracking and audit trails.

📍 INDIA

### Team Member – BTS EMS (Private Tax) | EY GDS, Trivandrum

- Provided support for engagement management including client onboarding, billing, pricing, and agreement handling.
- Maintained and updated client engagement records in compliance with internal documentation standards and audit requirements.

## Education

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- **Bachelor of Commerce** | University of Kerala | 2017 – 2020 | India

## Certifications & courses

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- SAP FICO – Financial Accounting and Controlling

## Key Competencies & Skills

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- **Administrative Support:** Experienced in documentation handling, scheduling, and internal coordination.
- **Data Entry & Record Management:** Skilled in maintaining accurate records using MS Excel and internal systems.
- **Compliance & Verification:** Familiar with KYC procedures, document review, and regulatory standards.
- **Client Coordination:** Capable of supporting onboarding processes and communication tracking.
- **Office Tools & Software:** Proficient in SAP FICO, Microsoft Excel, Tally, and other office applications.
- **Communication & Reporting:** Able to prepare concise reports and interact effectively with cross-functional teams.
- **Adaptability & Time Management:** Efficient in handling multiple tasks and meeting deadlines under pressure.

## Languages

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English | Malayalam | Hindi

## References

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Available upon request.

## Declaration

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I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief. References are available upon request.