

Amirreza Nezami

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Financial Crime Risk Analyst

Professional Summary

Analytical and detail-oriented professional with 2+ years of experience in documentation, reporting, data review, stakeholder coordination, and process support across IT and digital environments. Strong background in summaries, tracking, confidentiality, issue escalation, and cross-functional support. Currently focused on Financial Crime Risk Management, with training in AML, regulatory awareness, risk identification, and evidence-based review.

Core Competencies

Financial Crime Risk Management support, analytical reporting, data analysis, risk identification, issue escalation, regulatory awareness, confidentiality, process mapping, documentation control, management reporting, research, stakeholder coordination, initiative tracking, policy and procedure support, Excel, PowerPoint, Word

Professional Experience

Project Administrator, IT & Digital Projects | HSA Inc., Richmond Hill | Jan 2024 – Present

- Support end-to-end coordination of IT and design initiatives across **4+ stakeholder groups**, including product, development, QA, and business teams, ensuring timely tracking of deliverables, risks, dependencies, and action items, and improving cross-team follow-up consistency by **20%**.
- Prepare weekly summaries, status reports, meeting notes, communications, and presentation materials to support management visibility and decision-making, contributing to a **25%** improvement in reporting clarity and status transparency.
- Analyze project inputs, workflow requirements, and documentation to identify gaps, improve process clarity, and support escalation of non-standard issues and delivery risks.
- Maintain organized, audit-ready records and controlled documentation, strengthening traceability, confidentiality, and consistency across project activities.
- Contribute to process mapping, reporting routines, and initiative tracking that reduced day-to-day ambiguity by **15%** and improved follow-up discipline across ongoing workstreams.

User Experience Designer | Hami Ofogh Farda | Aug 2020 – Sep 2023

- Supported digital product initiatives over 3+ years, translating complex user, business, and workflow requirements into structured documentation and implementation-ready outputs.
- Conducted research, reviewed feedback and data points, and synthesized findings into clear recommendations for issue resolution and process improvement.
- Prepared project summaries and stakeholder presentations, helping teams align on requirements, priorities, and delivery decisions.
- Worked in detail-sensitive environments where documentation quality, consistency, and clear communication directly affected execution accuracy.

Education

- B.A.Sc. in Industrial Engineering, Systems Planning & Analysis
- Diploma in Cybersecurity, In Progress, CDI College, Canada
- Anti-Money Laundering (AML), Coursera, 2026