

## **Compliance Manager CV – Example**

### **CAREER DETAILS**

#### **Compliance Manager, Major Consumer Goods Manufacturer, July 2016 – Date**

##### **Compliance Manager Job Responsibilities**

- Designed a new compliance model that increased audit ratings by 12%
- Helped the company secure 20 licences and certifications for quality-checks
- Improved the customer KYC rate by 18%

#### **Compliance Officer, Leading Computer Firm, December 2010 to March 2016**

- Prepare and write quarterly compliance reports
- Uphold compliance program standards and support
- Serve as the primary contact for other regulatory and compliance agencies
- Consult with management and executives to provide legal, policy and compliance advice
- Review 50+ documentation materials for accuracy per week

### **EDUCATION/PROFESSIONAL QUALIFICATIONS DETAILS**

- Master of Arts in business law, Duke University, USA
- Bachelor of Commerce (B. Comm), Duke University, USA

### **SKILLS**

#### **Technical skills:**

- Control policies
- Risk assessment
- Business expertise
- Data analysis
- Response regulation

#### **Soft skills:**

- Problem-solving
- Communication
- Record-keeping
- Attention to detail

### **LANGUAGE**

- Fluent English

(Note: Please note that CVs can differ significantly based on industry, experience, and company policies. The above figures are taken on details taken from indeed.com).