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ZAIRA FONSECA

JUNIOR AML/KYC COMPLIANCE ANALYST



ABOUT ME

Lawyer with experience in Back Office and Compliance, specializing in document management, KYC, AML, and risk analysis within the financial and gaming sectors. Proficient in customer investigations, transaction monitoring, and regulatory compliance (CNV, BCRA, UIF). I aim to contribute my expertise to a dynamic team that values operational excellence and risk mitigation.

EDUCATION

University of Buenos Aires, Law Degree

Specialization in Tax law and Corporate law
Courses: Economic Law, Corporate Law, and Compliance Regulations

LANGUAGE

- English Advanced
- Portuguese Basic
- Spanish Native

CERTIFICATIONS

- **The Complete and Ultimate Guide to Know Your Client | Udemy (2025)**
- **Programme in Prevention of Corruption and Money Laundering | Capacitarte**
- **AML, KYC & Compliance Course | Udemy (2025)**

SKILLS & TOOLS

- Regulatory Compliance & Risk Assessment – Experience in legal and financial document review for compliance purposes.
- AML & Financial Crime Prevention – Expertise in KYC/CDD, sanctions screening, and due diligence.
- Legal Research.
- Legal and Financial Document Analysis.
- Data Analysis & Reporting – Skilled in Excel, G-Suite, Jira, Zendesk for compliance tracking and reporting.
- Communication & Problem-Solving – Experience working with clients, legal teams, and regulatory authorities.
- Interdepartmental Coordination and Process Optimization.
- Attention to Detail & Multitasking – Strong analytical mindset for identifying compliance risks and handling multiple cases.

WORK EXPERIENCE

Back Office Junior

Kaizen Gaming (Betano) | 2024 - Present - Hybrid

- Document management and KYC: Requesting and reviewing customer documentation to ensure compliance with Due Diligence (CDD) and Enhanced Due Diligence (EDD) requirements.
- Documentation control: Verifying documents (proof of payment, bank statements) for customer validation.
- Transaction monitoring and fraud prevention: Identifying suspicious activities and ensuring compliance with AML and Responsible Gaming (RG) regulations.
- Customer support and issue resolution: Assisting clients in the onboarding process, resolving inquiries about documentation and verification.
- Internal communication and coordination: Working closely with Compliance, Payments, KYC, Customer Support, and Technical Support teams to expedite client validation and resolve complex cases.
- Technology tools: Using Zendesk, G-Suite, Excel, and Slack for case tracking, document management, and process automation.
- Process optimization: Analyzing operational workflows and proposing improvements to reduce validation response times and enhance regulatory compliance.

Legal Advisor

University of Buenos Aires – Free Legal Sponsorship Program | 2021 - 2022

- Legal document analysis in complex cases, ensuring clarity and accuracy in reports.
- Case management and direct client interaction, developing investigative and problem-solving skills.
- Legal advisory in civil law focusing on compliance and regulatory processes.
- Collaboration with internal teams to ensure regulatory compliance and adherence to procedural deadlines.

Cashier Customer Service

Dufry Group Argentina International Airport Jorge Newbery / 2013 - 2021

- Identity verification: Checked customer identification (passports, ID cards, credit cards) for high-value transactions, ensuring compliance with financial security regulations.
- Customer service: Assisted international clients in a high-traffic environment, resolving payment and documentation issues efficiently.