
Contract Compliance Officer Resume

Job Objective

To secure a Contract Compliance Officer position to help contribute to the growth of the organization and help increase cliental.

Highlights of Qualifications:

- Huge experience in compliance and audit management in financial services industry
 - Solid knowledge of MAS regulations, Securities and Futures Act and Commodity Act
 - Proficient with Microsoft Office suite
 - Excellent written and oral communication skills
 - Ability to critically analyze and resolve complex issues
 - Ability to be self motivated and work independently to handle multi-task.
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Professional Experience:

Contract Compliance Officer
HealthONE, Wilmington, NC
August 2005 – Present

- Monitored contracts to ensure conformity with donor necessities.
- Ensured timely completion and submission of reports to relevant agencies.
- Worked closely with donors on all financial, contractual and reporting procedures to resolve any pending issues.
- Assisted finance department with contract negotiations, reviews and analysis.
- Reviewed project budgets to achieve donor requirements and presented in donor format.
- Ensured all contracts are in compliance with regulatory requirements and with documentation supports.

Contract Compliance Officer
IMA World Health, Wilmington, NC
May 2000 – July 2005

- Developed internal control measures and tools to enact appropriate compliance strategies.
 - Formulated contract compliance strategy for achievement in consultation with regulatory agencies.
 - Managed and monitored corporate compliance process in global setting.
 - Verified compliance of contract with laws, and regulations of governing bodies and third party agencies.
 - Reviewed contract requirements as required.
 - Ensured internal controls and external regulatory examinations are done before final submission of contracts.
 - Ensured full involvement of company's Leadership Team regarding status, issues, and activities.
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Education:

Bachelor's Degree in Business Administration
Saint Anselm College, Manchester, NH

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