

## **RADOVAN CVOPA**

Larnaca, Cyprus

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### **QUALIFICATIONS**

Capable and experienced in Compliance and Legal field with a demonstrated history from Financial Industry. Proactive approach, preventive assessment of possible infringements. Skilled in analysis and mitigation of Risks and Exposures including their avoidance, negotiations, Regulatory reporting as well as board and ad hoc reporting, Advisory and Problem solving also in relation to the First and Second line of Defence, handling of day-to-day operations, establishment of Tied Agents, managing and supervising AML agendas, Monitoring Procedures and Entities Formation. Communication with public authorities, representation of the company and direct contact with business partners. Strong finance and legal professional with Master's Degree in Law, CySEC advanced and AML certifications, specialised in International Business, Financial Markets, Project Management, Legal and Regulatory Framework.

### **PROFESSIONAL EXPERIENCE**

#### **SECURITIES DEALER**, Limassol, Cyprus

10/2023 — xx/xxxx **Senior Management (Compliance, Legal)**

- Leading of the compliance and legal function within the organization as well as developing and managing the compliance team and culture;
- Coordinating operational activities and maintaining compliance with regulatory requirement whilst identifying any compliance related issues;
- Analysing relevant legislative and regulatory developments related to the business activities of the company;
- Enforcing organisation standards, policies and procedures;
- Monitoring of company's procedures and correct performance of the departments;
- Reporting - to the competent authorities and to the Board of Directors;
- Drafting of annual/quarterly/monthly and ad hoc reports, reviewing agreements with partners, employees, outsourcing and services providers;
- Providing legal analysis, drafting documents, legal reviews and advice;
- Performing trainings for staff, partners and BOD.

#### **CYPRIOT INVESTMENT FIRM**, Limassol, Cyprus

09/2022 — 05/2023 **Head of Compliance, Legal Officer**

- Leading of the compliance function within the organization as well as developing and managing the compliance team and culture;
- Coordinating operational activities and maintaining compliance with regulatory requirement whilst identifying any compliance related issues;
- Analysing relevant legislative and regulatory developments related to the business activities of the company;
- Enforcing organisation standards, policies and procedures;
- Monitoring of company's procedures and correct performance of the departments;
- Reporting - to the competent authorities and to the Board of Directors;
- Drafting of annual/quarterly/monthly and ad hoc reports, reviewing agreements with partners, employees, outsourcing and services providers;
- Providing legal analysis, drafting documents, legal reviews and advice;
- Performing trainings for staff, partners and BOD.

**HOLDING FIRM**, Limassol, Cyprus

01/2021 — 09/2022 **Senior Project Manager, Legal and Compliance Advisor**

- Advisory on the business planning and development;
- Preparation and realisation of the project under development;
- Developing distribution lines and securing their operation;
- Acquisition of service providers and suppliers;
- Establishment and maintenance of communication channels with authorities and partners;
- Management of business relationships;
- Opening of accounts with institutions and their management;
- Drafting of relevant legal documentation, monitoring of counterparties;
- Review and amendment of companies' operational procedures, policies and Practices

**CRYPTO ASSET SERVICE PROVIDER**, Limassol, Cyprus

02/2022 — 08/2022 **Head of Compliance/AML**

- Leading of the compliance function within the organization as well as developing and managing the compliance team and culture;
- Coordinating operational activities and maintaining compliance with regulatory requirement whilst identifying any compliance related issues;
- Analysing relevant legislative and regulatory developments related to the business activities of the company;
- Enforcing organisation standards, policies and procedures;
- Monitoring of company's procedures and correct performance of the departments;
- Reporting - to the competent authorities and to the Board of Directors;
- Drafting of annual/quarterly/monthly and ad hoc reports, reviewing agreements with partners, employees, outsourcing and services providers;
- Performing trainings for staff, partners and BOD.

**ALTERNATIVE INVESTMENT FUND MANAGER**, Limassol, Cyprus

03/2021 — 08/2021 **Head of Compliance/AML**

- Leading of the compliance function within the organization as well as developing and managing the compliance team and culture;
- Coordinating operational activities and maintaining compliance with regulatory requirement whilst identifying any compliance related issues;
- Analysing relevant legislative and regulatory developments related to the business activities of the company;
- Enforcing organisation standards, policies and procedures;
- Monitoring of company's procedures and correct performance of the departments;
- Reporting - to the competent authorities and to the Board of Directors;
- Drafting of annual/quarterly/monthly and ad hoc reports, reviewing agreements with partners, employees, outsourcing and services providers;
- Performing trainings for staff, partners and BOD.

**CYPRIOT INVESTMENT FIRM**, Limassol, Cyprus

09/2018 — 11/2020 **Head of Compliance/AML/Risk**

- Leading of the compliance function within the organization as well as developing and managing the compliance team and culture;
- Coordinating operational activities and maintaining compliance with regulatory requirement whilst identifying any compliance related issues;
- Analysing relevant legislative and regulatory developments related to the business activities of the company;
- Enforcing organisation standards, policies and procedures;

- Monitoring of company's procedures and correct performance of the departments;
- Reporting - to the competent authorities and to the Board of Directors;
- Drafting of annual/quarterly/monthly and ad hoc reports, reviewing agreements with partners, employees, outsourcing and services providers;
- Performing trainings for staff, partners and BOD.

**CYPRIOT INVESTMENT FIRM**, Limassol, Cyprus

06/2018 — 09/2018 **Compliance Officer**

- Following the regulatory developments in relevant legislation applicable to the business of the company;
- Reviews and updates of company's internal manuals, policies and Client Account Opening documentation;
- Monitoring of company's procedures and correct performance of the departments;
- Reporting — to competent authorities and to the Board of Directors;
- Review of annual reports, agreements with employees, outsourced functions and services providers;
- Provision of relevant trainings for the staff, partners and BOD.

11/2017 — 06/2018 **Head of Monitoring / Tied Agent Administrator**

- Establishing and Overseeing the Monitoring Procedures of the Company, its agents and branches along with monitoring itself;
- Reporting, Communication with the Company's management;
- Managing the establishment of tied agents up to their registration in the relevant registry of a competent authority;
- Traveling abroad for meetings with partners, inspections, provision of trainings and establishment of new procedures;
- Supervision and management of the monitoring team, provision of ongoing trainings.

05/2017 — 10/2017 **AML Compliance Officer**

- Supervising AML procedures of the Company, Reporting;
- Provision of AML Trainings, Advisory to staff on daily basis;
- Investigation of fraud alerts;
- Preparation of reports on suspicious activities and internal evaluation reports.

**INVESTMENT AND ADMINISTRATIVE SERVICES PROVIDERS**, Limassol, Cyprus

03/2016 — 04/2017 **AML Compliance and Legal Department**

- AML compliance administration, monitoring recently released circulars and relevant legislation related to services provision, communication with departments, authorities, banks, legal support;
- Revision and elaboration of company's policies and procedures, creating terms and conditions for promotions; responding to CySEC's requests, making recommendations for departments;
- Development and deployment of AML trainings for employees.

**MINISTRY OF JUSTICE**, Public Authority

02/2013 — 11/2015 **Bailiff**

- Legal compliance administration, maintenance and monitoring of execution register, communication with clients, debtors, public authorities, freezing and withdrawing from bank accounts, official and formal correspondence;
- Requisition of creditor's financial fulfillment, collection of debts, dealing with cash, search and forced sale of debtor's property;
- Administrative software deployment, maintenance and update.

**HERINGESH & PARTNER**, Attorneys at Law

07/2012 — 02/2013 **Associate Attorney**

- Formation of business companies including due diligence, preparation and

- administration of contracts and/or corporate documents, representation, advisory and negotiations with parties to the dispute;
- Elaboration of case analysis, statements and annotations in English-German mutations, translation and correction of texts.

**IBM**, Bratislava, US technology and consulting corporation

09/2011 — 06/2012 **Business Partner Contract Management Clerk**

- Elaboration and management of contracts for IBM business partners, communication with affiliates and direct contact with business partners;
- Administration of contracts from Switzerland, Austria and Lichtenstein.

## **EDUCATION**

2009 – 2011 Master's degree – Pan-European University, Faculty of Law

2006 – 2009 Bachelor's degree – Pan-European University, Faculty of Law

## **PROFESSIONAL DEVELOPMENT**

**CYSEC** – AML and Advanced Examination Certificate;

**NATIONAL BANK OF SLOVAKIA** – Capital Markets Examination Certificate

**CHAMBER OF EXECUTORS** – former Member, Leading and administration of execution process;

**BANKRUPTCY ADMINISTRATORS INSTITUTE** – Bankruptcy Administration;

**BAR ASSOCIATION** – former Member, Professional Body for Attorneys at Law;

**EUROPEAN UNION EDUCATION MODULE (ESF)** – Project Management;

**AEGON** – Training in financial advisory and customer communication.

## **SKILLS**

### **LANGUAGES:**

English – excellent

German – advanced

French – intermediate

Greek – basic

### **COMPUTER SKILLS:**

On an advanced level: MS Office (Word, PowerPoint, Outlook, Excel), CRM systems, Euroblast, ASPI, Rotursoft, ISEB, RT system, CySEC portal, TRS System (FileZilla)

**OTHERS:** Driving license

**HOBBIES:** Chess, SCUBA diving