



CONTACT



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Thanjavur,
Tamil Nadu, India.

SKILLS AND EXPERTISE

- TEAM WORK
- TIME MANAGEMENT
- LEADERSHIP
- MICROSOFT OFFICE
- TALLY ERP 9.0
- PIVOT TABLE, VLOOKUP

LANGUAGE

- ENGLISH
- URDU
- HINDI
- TAMIL

RIYAZ AHAMED

REMITTANCE OFFICER

PROFESSIONAL PROFILE

Top-performing customer service with extensive experience assisting customers through phone, email and chat support. Committed to balancing company goals while helping all customers find satisfactory solutions. Resourceful problem solver who is adept at remaining calm in stressful situations and effectively assisting a variety of customers.

WORK EXPERIENCE

REMITTANCE OFFICER

At present (Siammali Remittance Brunei)

Verify, validate, process domestic and international inward and outward money transfer. Solve all transaction discrepancies. Satisfy customer demands. Prepare International transaction reporting system . Conduct data input in core banking system.

HR ASSISTANT

2022 - 2023

Provided clerical and administrative support to human resource executive. Coordinate HR projects deal with employee records. Assist in payroll preparation. Accounts maintenance. Deal with employee requests regarding HR issues, rules and regulations.

ADMINISTRATIVE ASSISTANT

2016-2019(Dubai Islamic Bank)

Administrative assistants play an important role in organizing, managing, and keeping an office running. Most administrative assistants responsible for clerical and organizational tasks like file organizing, scheduling appointments, assisting other staff member, and drafting correspondence or messages. Administrative assistants also use computers extensively to work with spreadsheets, create reports and manage database.

ACCOUNTS ASSISTANT

2015

Ensuring payments, amounts and records are correct. Working with spreadsheets, sales and purchase Ledgers and Journal Recording and filing cash transactions. Controlling credit and chasing debt. Invoice processing and filing.

EDUCATION

B.Com/Bachelor of commerce

PRIST UNIVERSITY

M.B.A/Master of Business Administration

BHARATHIDASAN UNIVERSITY