



## **F.SYED RIZWAN HUSSAIN**

**Mobile Number: +971 582369034**

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### **OBJECTIVE**

With 14 years of professional experience in the field of finance, Office administration and document control. And particularly over 3.5 years of UAE experience in customer service and foreign exchange operations. Proven ability to handle high-value transactions, monitor currency markets, and deliver prompt, accurate service. Hardworking, a fast learner, and diligent in work, with a strong commitment to excellence and customer satisfaction. Seeking a challenging position in a dynamic organization where I can apply my international experience and customer-centric approach to support business operations and deliver exceptional service.

***HR Compliance Executive: Sep 2020-Mar 2025, Aparajitha Corporate Services Private Limited, Madurai, Tamil Nadu, India***

#### ***Job Responsibilities:***

- Generating UAN (PF) and IP (ESI) for our clients based on their requirements.
- Managing PF-related grievances for our clients.
- Handling pension and death claims associated with PF.
- Collaborating with the client to obtain approval for KYC, Joint Declaration, and Transfer claims.
- Submitting and tracking applications for Labour Licenses like CLRA, BOCW and ISMW through the online portal according to site/clients requirements.
- Filing annual returns each year (January to December) for the relevant project sites.
- Calculating service charges for clients and sending the input data to the finance team for invoice generation.
- Maintaining an up-to-date License Tracker for all project sites.
- Keeping records of our client's Agreement.

**Customer Support:** Dec 2019-Aug 2020, Mariyam Stores (Wholesale dealer of plastic items), Madurai, Tamil Nadu, India

**Job Responsibilities:**

- Verifying the prices of bulk orders manually and sending them to the packing department.
- Managing customer phone orders by coordinating with relevant staff and addressing customer inquiries.

**Branch Manager:** Aug 2018-Aug 2019, Sounds Good Hearing Care (Unit of Hero Electronics PVT Ltd), Madurai, Tamil Nadu, India

**Job Responsibilities:**

- Handling the clients walk in and guiding them accordingly.
- Providing the instructions to clients for using the **Hearing Aid**.
- Entering and maintaining records of the clients through Daily Sales Report (DSR).
- Maintaining the daily accounts of the showroom.

**Junior Officer/Teller:** Oct 2014- June 2018, Uae Exchange Centre L.L.C, Dubai, Uae

**Job Responsibilities:**

- Handling the local and foreign currencies, monitoring the market rate of the foreign currencies and quoting the rate accordingly.
- Remitting funds to different countries through our different products.
- Transforming non registered customer's to register for reducing transaction turnaround time (TAT).
- Advising the frequently travelling customer's to purchase GO CASH (multi currency travel card).

**Hr/Admin Executive:** June 2013- June 2014, Almala National Trading L.L.C, Muscat, Oman

**Job Responsibilities:**

- Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Administering payroll and maintaining employee records / Updating the details of vehicles, visa status and fuel cards.
- Coordinating documents for agreement preparations.
- Performing administrative tasks, including general office duties and communication handling.

*Customer Support- Sales Representative: June 2011 – May 2013, Sounds Good Hearing care (Unit of Hero Electronics PVT Ltd), Madurai, Tamil Nadu, India*

***Job Responsibilities:***

- Promote and sell **Hearing-Aid** devices.
- Handled and resolved any complaints or concerns from customers either direct or phone.

**PERSONAL PROFILE**

<b>Date of Birth</b>	:	01.12.1990
<b>Father's Name</b>	:	Feheroz
<b>Nationality</b>	:	Indian
<b>Languages Known</b>	:	English, Hindi, Tamil and Urdu
<b>Gender</b>	:	Male
<b>Marital Status</b>	:	Married
<b>Educational Qualification</b>	:	Bachelor of Computer Application
<b>Permanent Address</b>	:	3/461A, Kambar 1 <sup>st</sup> street Thinamani Nagar, Madurai – 625018. Tamil Nadu, India.

**DECLARATION**

I hereby declare that the above said details are true to the best of my knowledge.

**Place : Dubai**

**Date : (Syed Rizwan Hussain)**