Hussain Shariq

Administrator

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📍 Dubai, UAE

Summary

- **Administrator** with experience in driving client success in retention by **offering innovative, personalized solutions, targeting specific client needs.**
- **Assisted with accounts payable and receivable processes, reconciling vendor invoices and ensuring timely payments.**
- **Assisted** in the implementation of **process improvements, leading to more efficient financial operations.**
- Highly skilled in **collaborative outcomes, creative problem identification** and **resolution,** and **streamlining processes.**
- Created and supported a culture that **values retention, career development, and succession planning by conducting training & development programs and supporting members.**
- Handled incoming and outgoing communication, including emails, phone calls, and written correspondence.

Professional Skills

Forecasting & Budgeting	Interpersonal Communication	Risk Management
Problem Solving	Financial Reporting	Decision Making
Payroll Processing	Employee Recording	Data entry & Analysis
Customer Satisfaction	Regulatory Compliance	Inventory Management

Work experience

Your Happy Homes - Real Estates Titles & Developments
Administrator
06/2023 - 10/2023

- Communicated with management, team, and customers in a professional manner using a combination of **emails, phone calls, instant messages, and face-to-face meetings.**
- **Implemented Salesforce CRM system,** resulting in a 20% increase in lead conversion. Managed customer database, ensuring accurate and up-to-date information for the sales team.
- **Ensure product stock is adequate** for all **distribution channels** and can cover **direct demand from customers.**
- Developed and **managed budgets for administrative expenses** and **Identified cost-saving opportunities** without compromising quality.
- **Executed daily postings of Accounts payable transactions,** contributing to accurate financial records.
- **Managed daily petty cash operations, verifying expenditures and systematically recording transactions.**

Education

St Aloysius College (Autonomous), Mangalore
2020 - 2023

Bachelors in Business Administration

Education

St Aloysius Pre-University College, Mangalore
2018 - 2020

Higher Secondary School - COMMERCE

Certificates

2023

JPMorgan Chase & Co. Corporate Analyst Development Program (CADP) virtual experience program on Forage
- Built a visualization dashboard using **Tableau.**
- Documented a business process and identified and communicated opportunities for improvement
- Developed a PowerPoint presentation to communicate key ideas and talking points and tell a compelling story.

2023

KPMG AU Audit & Assurance Job Simulation on Forage
- Identified audit risk assertions for account balances.
- Analyzed expenses, operating incomes, and account variances in Excel.
- Created a presentation pitched to a Board of Directors

2023

JPMorgan Chase Investment Banking Job Simulation on Forage - October 2023
- Identified an ideal **M&A target for a client based on an assessment of their strategic and financial criteria.**
- Constructed a **DCF model** to calculate the valuation of the M&A target and adjusted the model to account for a competitor bid and **supply chain interruption.**

2023

JPMorgan Chase Asset Management virtual experience program on Forage - October 2023
- Gathered clients' key investment objectives, risk appetite, investment restrictions, and other relevant information to enable recommending a suitable investment solution
- Constructed suitable investment portfolios for two individuals based on their unique risk profiles
- Calculated Key Performance Indicators (KPIs) for a clients' investment portfolios

Technical Skills

Technical Skills
- Excellent proficiency in **Microsoft Excel for data analysis and reporting.**
- Familiarity with **financial and operational tools and techniques.**
- Networking and Server Management.
- **Customer Relationship Management (CRM) Software.**

Languages

English

Hindi

Malayalam

Personal Details

Date of Birth : 9th August 2002

Marital Status : Single

Nationality : Indian