

SYED SAFDAR HUSSAIN

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Al Hail Industrial Area-Fujairah. UAE 



Objective

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

Experience

Federal Exchange

September-2022 - Till date

Customer Relationship Executive

(Responsibilities)

- Provide Exceptional Customer Service addressing enquiries and resolving Issues Promptly.
- Handling foreign Currency and Generating reports for The Head office.
- Provide Information on the Condition and •Exchanges Rates for Buying and Selling.
- Maintain Compliance with financial Regulation and Company Policies.
- Coordinate with transguard for cash delivery prepare and Dispatching excess cash securely and efficiently.
- Promote Our Exchange Services and visibility to the community focusing on Attraction Customer for money transfer services.
- Engage with Local Corridor wise Community Providing Guidance and Encouraging for make Remittance Services.
- Ensure all the tasks and Check Giving by the Branch manager are Completed.

Taj Group of Petroleum Services. (Head Office)

October -2021 - July-2022

HR/ Admin Officer

(Responsibilities)

- Hiring, Recruiting, and Retention with coordinate HR Manager.
- Maintaining current HR files and databases.
- Manage administrative function and establish internal administrative system and control our all sites.
- Personal files / records of company employees.
- Arrange travel accommodations and process expense forms
- Update internal databases (e.g., record sick or maternity leave)
- Maintain Attendance and Leave Record in TIS
- Enrolling current/newly hired employees in TIS System and update rosters accordingly.
- Implementing and updating the benefits and compensation policies.
- Organizing orientation programs for new employees.

● **Shifa Foundation (UNICEF) NGO. (Emergency Response Covid-19 and Flood rain affected)**

November-2020 - March-2021

HR/ Admin/Finance Officer

(Responsibilities)

- Hiring, Recruiting, and Retention with coordinate district Manager.
- Maintaining current HR files and databases.
- Procure supplies as needed ensuring compliance with organization procurement policy.
- Manage administrative function and establish internal administrative system and control.
- To maintain proper record of ware house, proper tagging/bin card, in-out record, GRNs,
- Management of fleet and logistics related contracts for goods and services.
- Personal files / records of project employees.
- Contribute to implementation and oversight or technical assistance to partners in the area of management.
- Coordinating with team for logistic support (Transport, Fleet, Admin operations, Procurement and Finance.

● **Community Uplift Programme (CUP) NGO**

July-2018 - September-2019

Admin & Logistics

(Responsibilities)

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Record and review timesheet, annual leave and sick leave of project staff.
- Responsible to supervise the work, related to purchase of furniture, office equipment, computers, vehicles, air conditioner and miscellaneous.
- Field monitoring and stock inventory.
- To maintain proper record of ware house, proper tagging/bin card, in-out record, GRNs,
- Management of fleet and logistics related contracts for goods and services.
- Coordinating with team for logistic support (Transport, Fleet, Admin operations, Procurement and Finance.

● **Brac Pakistan INGO**

August-2014 - December-2017

Admin & Finance officer

(Responsibilities)

- Proper using Radar Software and Erg Software and posting all voucher ledger and receipt and expenditure
- Maintaining basic accounts, book keeping
- Maintaining all files Such as Stock in file and out file staff and leaves files IOU Form, Cash certificate Staff Documents file Cash requisition file.
- Maintaining All Register Such as Daily attendance, Stock register Fix asset Register Staff leave register tax register, money transfer register
- Reconciliation of Bank statements
- Journal entries, Ledger entries,
- Customer relations
- Invoice entries and cross checking
- Prepared and analyzed financial statements
- Handled customer queries
- Handled purchases
- Implemented new accounting procedures and processes
- Payroll handling Patty Cash
- Filling all vouchers (cash receipt & payment)
- (Perform such other duties as may be assigned)



Education

● **Shah Abdul Latif University Khairpur Sindh, Pakistan.**

2005-2008

B.Sc (bachelor in Science)

2nd Division.

● **Board of Intermediate Secondary Education Sukkur (BISE Sukkur)**

2003-2005

Intermediate (In medical Science)

2nd Division.

● **College of Management Science Institute Technology "COMSIT" (Pakistan)**

2007-2008

D.I.T (Diploma of Information Technology)

2nd Division

● **Institute of Business Administration "IBA" (Pakistan)**

2011- three Months.

MCSE (Microsoft Certify System Engineering)

A grade



Skills

● HR, Administration

- Logistics, Accountant
- Report writing skills
- Management skills
- Record Keeping skills
- Cash Handling and Marketing
- Ms Office all packages & Internet handling



Languages

- Urdu - Sindhi - Punjabi - English -



Personal Details

- Date of Birth : 23/10/1987
- Marital Status : Married
- Nationality : Pakistani
- Passport : EY 6908672
- Gender : Male