



# RASHID HUSSAIN

**Address:** Flat no 305 Block O-07 , Persia Cluster International City, Dubai.

**Visa status:** (Resident Since April 2017)

## Personal Information

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Father Name: Muhammad Miskeen  
Religion: Islam  
Citizenship: Pakistani  
Date of Birth: 17-10-1984  
Passport #: YE6893651  
Marital status: Married

## Career Objective

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I want to lead my Career in a Dynamic, Progressive and a well reputed company that having world class services and best employee policies. Where I can utilize my abilities with professional growth. Hard work and honesty will be my first Priorities.

## Fields Of Experience & Worked

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**Sales/ Accounts / Audit / Inventory / Data Entry / Logistics / Export / Finance / Coordinator / I.T**

## JOB EXPERIENCES

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LuLu International Exchange – Forex Cashier ( FC ) Since Aug 2017

- Actively leading in Branch operation and transactional activities.
- **Cash Handling:** (Local and Foreign currency collection as a teller )
- **Foreign currencies exchange:** Exchanging all major and various foreign currencies into AED.
- **Telex Transfers:** Home Remittances towards Asian, Gulf and all destinations worldwide.
- Cash Pickup Products: Cash pickup send/receive via Western Union, RIA/IME, Transfast, Mpaisa.
- Corporate Registrations: Coordinative follow up with compliance team and collection of all mandatory documents for trade base remittances and registration.
- High Value Remittances: Collection of **SOF Source Of Funds, KYC, AML declaration** and valid **ID** proofs for high value remittances.
- WPS: Salaries Disbursements/Deposits and Files uploading to WPS for wages processing.
- VAS: Etisalat Post pad Bills, Elife/internet bills, mobile Worldwide top-ups , Credit card payments.
- Bank Correspondence: Amendment and cancellation of transaction and handling customers complaints and queries with Banks and Back offices. Complete knowledge of SOPs and Compliance department.

**AL Falah Exchange Company - Customer Services Representative ( CSR )** Apr 2017 – Jul 2017

Worked as **forex cashier** and **Customer services representative** in Operation Department.

**Money transmission:** all major corridor's Bank account transfer

**Online services:** Western Union, Xpressmoney, Transfast IME towards worldwide destinations.

**WPS:** SIF and EIF files uploading to WPS department to process monthly wages for various companies.

**Value Added Services:** Mobile Post-pad and Pre-pad Bills, credit card payments, international mobile top-ups

## NEW AL AMIN LOGISTC & GOODS SERVICES Karachi – Logistic & Accounts manager march 2014 – Nov 2016

- Consignments and Dimensions
- Logistics Planning and Quotations
- Transportation Bills generation
- Freights enquiries
- Clients Dues and Cash handling
- Bulk consignment movement scheduling

## M. YAHYA M.YOUSAF BARI MILLS (Pvt) Ltd KHI - Production Assistant & Inventory co-coordinator 2008 - 2013

- Yarn issuance for towel weaving
- Direct mill deliveries
- Yarn Purchase orders follow up
- Yarn Billings
- LC & GRCs correspondence with Banks and clients
- Inquiring for new purchasing
- Payment vouchers Processings
- Performa invoices
- Weaving production

## HASSAAN Printing Press Karachi–Purchasing & Printing managing 2007 – 2008

- PA to Admin manager
- Handling monthly workers salaries (payments)
- Purchasing Printing accessories Paper, printing inks, palates etc

## Moeed Printing Press Karachi - Accounts Assistant & Data entry Operator

- Billing, follow up customer printing jobs, screening, Computer printing Lay-out
- Customer wise monthly billing, Ledgers Balance sheets,
- Payable accounts dealing. Bank dealing including cash & cheques deposits & withdrawal.
- Salaries & advances payments, Cashier

## Educational Background

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### Graduation - Hazara University Pakistan

**INTERMEDIATE** - Faculty of Humanities BISE Abbottabad

**Institute:** Govt College Oghi.

**METRIC** – Science - BISE Abbottabad.

**Institute:** Govt High School Dilbori

## Computer Qualifications

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**DIT** - Diploma of Information Technology

**Institute:** Jinnah Institute of Computer Sciences

- Fundamental of I.T
- Data communication
- Operating systems
- Office automation
- Internet, Emails
- Financial Accounting
- Business communication
- Visual basic
- Networking,

### Data Base Computer Diploma

**Institute:** National Computer Center

- Data Base (FoxPro)
- Operating System Formatting
- Microsoft Windows Operating
- Hardware and software troubleshooting

## Skills & Abilities

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Self motivated professional with more than 11 years combined experience in Banking, Customer services, Office administration and Coordinator. Ability to work in a challenging and competitive environment. seeking growth in a world-class financial organization, having good numeracy and strong communication skills. Ability

to providing excellent customer service and resolving clients' issues with clear and good knowledge of banking concepts and policies. Managerial capable and a good coordinative team leader.

### Languages Skills

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- ✓ ENGLISH (fluent)
- ✓ URDU (fluent)
- ✓ PASHTO (mother tongue)
- ✓ ARABIC (average)
- ✓ PUNJABI (Fluent)