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: sherifbishry@gmail.com



: Dubai UAE

## PERSONAL PROFILE

- Date of Birth : 25 Sep 1981
- Gender : Male
- Nationality : Sri Lankan
- Marital Status : Married

## PASSPORT DETAILS

- Passport no : N6180652
- Issue date : 30 Mar 2016
- Expiry date : 30 Mar 2026
- Visa status : Visit Visa

## LANGUAGES KNOWN

- ENGLISH
- HINDI
- TAMIL
- SINHALESE

# SHERIFDEEN BISHRY

## CAREER OBJECTIVE

To work in an environment that motivates excellence, passion for work and loyalty towards the organization that will strengthen my personal and professional character, which will enable me to become more competitive in my chosen field or endeavour.

## WORK EXPERIENCE

### Remittance Assistant

**Al Rostamani Int'l Exchange, Dubai UAE [2013 to 2017]**

#### Job Responsibilities:

- Batching & Printing of TT's / MT's received from branches in the absence of the remittance coordinator.
- Preparation and transmission / dispatch of messages, in relation to Funds Transfer and Demand Drafts by telex and/or electronic medium, after checking completeness of the details provided by the customer.
- To take daily backup of transmitted data.
- Handle inward Remittances in the absence of the remittance coordinator.
- Signing of Drafts.
- Retrieval of inward messages.
- Filing of completed documents.
- Handle incoming telephone calls
- Sort and advice branches the delivery details advised by banks such as Equitable PCI Bank, RCBC etc.
- Handling of Queries from Banks and Branches pertaining to related areas in a timely manner.
- Consolidate and dispatch account-opening documents of correspondent banks received from branches.
- Checking of Funds Transfer Messages as and when required in the absence of remittance coordinator.

### Remittance Clerk/WPS Asst.

**Asia Exchange, Dubai UAE [2007 – 2012]**

#### Job Responsibilities:

- Generate and review salary sheets and WPS SIF (Salary Information File) for each pay cycle.
- Ensure employee details like bank accounts, labor card numbers, and wages match WPS requirements.
- Upload the prepared SIF to the designated bank or exchange house for salary disbursement.

SKILLS & STRENGTH

- Administrative
- Data Analysis
- Math Skills
- Project Management
- Writing Skills
- Communication
- Problem Solving
- Responsibility
- Team Works & Flexibility
- Touch Typing Skill 60 WPM

EDUCATIONAL QUALIFICATIONS

- Sri Lankan Ordinary & Advanced Level
- Diploma In computer studies
- Diploma In Banking & Finance
- Certificate In Data Entry Specialist

- Track salary transfer confirmations and follow up on any rejections or delays.
- Ensure payroll processing adheres to labour regulations and WPS guidelines to avoid fines or penalties.
- Investigate and address salary discrepancies, rejected payments, or employee complaints.
- Input changes such as allowances, deductions, bonuses, and new employee details.
- Keep organized records of processed files, bank approvals, and employee salary history.
- Work closely with HR for employee data and Accounts for fund availability and reconciliation.
- Prepare periodic payroll and WPS compliance reports for management or government audits.

 **Admin Assistant**  
**J & P Construction, Doha Qatar [2003-2006]**

**Job Responsibilities:**

- Handle phone calls, emails, and messages, and direct them to appropriate departments or personnel.
- Organize meetings, maintain calendars, and coordinate schedules for staff or executives.
- Draft, edit, and format letters, reports, and other office documents.
- Maintain both physical and digital filing systems to ensure easy retrieval of information.
- Input and update records, databases, and spreadsheets accurately.
- Monitor and order office supplies, ensuring adequate stock and proper storage.
- Prepare meeting agendas, take minutes, and distribute them to relevant parties.
- Greet and guide guests, handle inquiries, and ensure a welcoming office environment.
- Report equipment issues and arrange for repairs or maintenance when needed.
- Provide administrative support to various departments for smooth daily operations.

**DECLARATION**

I hereby declare that the above stated information is true to the best of my knowledge and belief.

**SHERIFDEEN BISHRY**  
**Applicant**