



SYED MUSHARAF A

PROCESS ASSOCIATE

CONTACT

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EDUCATION

2017 - 2019

PPG BUSINESS SCHOOL

- MBA (HR, Finance)

2014 - 2017

ERODE ARTS COLLEGE

- B.COM (CA)

SKILLS

- MS Office Suite
- HRIS
- Data Entry
- Time Management
- Multitasking
- Communication
- Problem Solving

LANGUAGES

- English
- Hindi
- Tamil
- Urdu
- Malayalam

PROFILE

MBA graduate specializing in HR and Finance with 4.3 years of experience in international BPO. Currently seeking opportunities in HR or in Finance. Immediate joiner with a strong knowledge in BPO operations, HR Operations and in Finance. Eager to leverage skills and expertise in a new professional challenge.

WORK EXPERIENCE

Eurofins BPO (India) Pvt Ltd

2022 - 2024

Process Associate (US HR Operations)

- Supported Employee Onboarding, Offboarding & Terminations, Benefits, Payroll Reconciliations, Time and Absence Management.
- Maintained accurate and up to date employee records in the HRIS systems, Handled employee queries and tickets, Processed various HR reports.

Mphasis Ltd

2019 - 2022

Senior TPO (Insurance Support)

- Assisted UK clients with commercial Motor Insurance & UAE clients with Property Insurance in preparing quotations, managing renewals, and implementing midterm adjustments.
- Updated policyholder data in the client database for accurate and up-to-date records.
- Handled Motor & Property insurance related various documents and done QC for insurance transactions.

CERTIFICATE

Internship Completion

Malabar Cements Ltd

HR Project Completion

Penta Auto Equipments Pvt Ltd

Tally 9

S2I Vector Academy