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**Haroon**

[**Haroon.201383@2freemail.com**](mailto:Haroon.201383@2freemail.com)

**Career Objective:**

Seeking a challenging job in PRO/logistics oriented position in an esteemed organization where I can utilize my experience, education and enrich my skills.

Professional Work Experience:

**AL BOGARI COMMODITIES LLC 2013 TO Present**

1. Taking orders from the main officer from call center agent.
2. Delivering products to the customers as per their preferred timings and place.
3. Explaining and helping customers to know more about the product on how to use it.
4. Driving every places her in Dubai and knows every corner in U.A.E.

**PERSONAL DRIVER CUM ASSISTANT MR ALI ABBAS FROM AUGUST 2011 TO APRIL 2012**

***Universal Gear (NIKE/K-SWISS/Dr. Marten Brand Sports Company)***

Jebel Ali Free Zone, Dubai, United Arab Emirates

**DRIVER CUM (PRO) Functions – Jan 2008 to 2011**

Ensure that all employees joining the company comply with JAFZA/UAE Government regulations and employment laws. Work closely with the administration/human resources team and have full responsibility for all labor law related matters. Ensure documents are completed and received on time and ensure visas are approved. Liaise with the relevant government departments with regards to visas, licenses and sponsorship. Responsibilities include the following:

1. Provide documents to typing centre
2. Record management – update visa administration information
3. Submit documents for visa administration and work permits
4. Submit documents for commercial and trade licenses business requirements
5. Advise management of best alternative work permit activities for staff in the processing of visas
6. Record keeping & monitoring of all application for the visa
7. Follow up obtaining the labor office approval
8. Typing and processing Labor Card & Labor Contract applications

**Custom Related Functions – Jan 2008 to 2011**

1. Responsible for handling inbound / outbound shipments
2. Coordination with Sales & Warehouse Departments.
3. Preparation of import/export documentation & customs clearance.
4. Execution of jobs from the loading port till discharge port.
5. Arranging for bringing the consignments from after passing through all customs formalities
6. Preparation of the invoice, packing list, and necessary customs documents.
7. Co-ordination in inspection of packing loading and other warehouse related activites
8. Tracking of shipments from warehouse to custom end.

***Universal Gear (NIKE/K-SWISS/Dr. Marten Brand Sports Company)***

Jebel Ali Free Zone, Dubai, United Arab Emirates

**Merchandising / Display Functions – July 2006 to Dec 2007**

Windows Display

**14** Fixing POP’s, Posters and Banners

**15** Fixing the Stand in the shops.

***Trans Guard Group Security/Driver***

Dubai. United Arab Emirates

Sept 2004 to Jun 2005

Job responsibilities include General Liaison and Logistic/Warehousing Functions similar to those enumerated above.

***Garments Company Envoy International / Driver***

Dubai. United Arab Emirates

January 2003 to August 2004

**Store Keeper/ Driver**

Job responsibilities include Logistic/Warehousing functions similar to those enumerated above.

**Academic Qualification:**

1. School leaving certificate passed in 1994 April from Govt. High School Peshawar Pakistan
2. Intermediate level passed in Govt. Intermediate Collage Peshawar Pakistan
3. Bachelor of Arts (B.A) in August 1999 govt. Collage Peshawar Pakistan.

**Computer Related:**

Good working knowledge in JAFZA Portal Section Applying for on line Visa

**Personal Information:**

Date of Birth : 10-10-1979

Physical Status : Energetic, Healthy

Work Availability : Can Join Immediately

Position Interested in : Driver or PRO

Nationality : Pakistani

Languages Known : English, Hindi, Urdu

**License Details:**

License No : 3

Date of Issue : 12 October 2003

Place of Issue : Dubai U.A.E