**PERSONAL OVERVIEW**

Seeking challenging career as warehouse/operation/logistics, customs clearance and related logistics jobs as per my work experience and educational qualification, where I can grow along with the organization with greater responsibility and to prove myself a big asset to the organization.

**PROFILE**

* Currently working as customs clearance agent/follow up clerk at Wadi Zamzam Customs Clearing L.L.C, Al Lehbab, Oman-Hatta road Dubai
* I am Certified International Supply Chain Professional (International Purchasing & Supply Chain Management Institute USA)
* Have basic information Warehouse and Logistics, supply chain, incoterms and Letter of Credit
* 5 years of experience in BPO industry as processor
* Excellent computer and mailing skills
* Have excellent communication and interpersonal skills
* Adaptable to work in any environments
* Excellent skills in BOE processing through Mirsal II- air import export/land export (Dubai customs online portal)
* Strong computer typing skills (around 50 word per minute)
* Willing to learn attitude, friendly courteous supportive and work closely with colleagues.

**WORK EXPERIENCE**

1. **Wadi ZamZam Customs Clearing LLC September 2015 to till date**
* Processing export declarations for Oman trucks through Mirsal II
* Documentation of all customs related documents
* Maintaining petty cash
1. **Adhwashinas Customs Clearance Broker November 2014 to August 2015**

Position: Document Controller

* Processing Export declarations to Oman by land through Mirsal II
* Arranging proper export paper works
* Checking and submitting the documents to Dubai customs
1. **First flight courier ME LLC Dubai August 2012 to October 2014**

Position: Follow up clerk/customs clearance agent

* Customs clearance-clearing incoming loads from Dubai customs
* Making Bill of entries for clients
* Checking and submitting import and export documents to Dubai customs
* Handling customs clearance and inspection and related documentation
* Clearing customs detained shipments and maintain paper works
* Tracking shipments status by on line and update to customers
* Entering delivery details of shipments, issuing delivery order from dnata website Calogi
* Processing international shipments which is going through vendors like DHL,TNT,Aramex and FedEx
* Processing customs hold shipments, Bill of entry using Dubai trade website

**Achievements:**

* Several appreciation mails from customers and customer service department for clearing and to delivering the shipments on time
* Could learn more about Dubai customs, Calogi.
1. **Williams Lea India Technologies Pvt Ltd-Cochin. Kerala, India January 2011 to June 2012**

Position: Process Associate

Roles:

1. Processing medical documents through specified software
2. Proof reading
3. placing proper diagnosis codes and editing with 100 % accuracy
4. cross checking and entering data in the specified software
5. **ACS (Affiliated Computer Services, 2nd floor, Vismaya building, Kakkanad, Cochin-Kerala, India)April 2010 to December 2011**

Position: Transaction Processor

Roles:

1. Processing Health insurance claims for US clients
2. Proof reading, Verifying and editing
3. Quality analyzing

**Achievements:**

* Gain knowledge about BPO industry and US health insurance claims processing
* Improved my typing and analytical skills
* Achieved daily weekly and monthly targets with 99.97 % accuracy.

**OTHER WORK EXPERIENCE**

* Datasureindia Technologies Pvt Ltd, Calicut- India September 2009 to March 2010
* Docustream India Technologies Pvt Ltd, CSEZ Kakkanad Cochin May 2008 to September 2009
* Kerala Assay and Hall marking centre as lab assistant Cochin India- April 2006 to August April 2008.
* Private financial firm as office clerk May 2004 August 2005

**STRENGTHS**

* Team Work and Coordination with all Discipline
* Adaptable to work in any environment
* Excellent Time Management Skills
* Optimistic & Positive attitude
* Good Communication Skills
* Excellent Telephone etiquettes
* Quick learner, self-motivate, and self-confident

**PERSONAL DETAILS**

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| Date of Birth | 30/05/1983 |
| Sex | Male |
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| Marital Status | Single |
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**EDUCATIONAL QUALIFICATION**

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| Qualification | Institution | Board/University |
| Bsc Chemistry | St Thomas college | Calicut University |
| PDC 2nd group | Christ College Irinjalakuda | Calicut University |
| SSLC | Sree Krishna High School Anandapupram | Board of Examinations Kerala |

**COMPUTER KNOWLEDGE**

* MS office (MS word, Excel Power point,
* Windows
* Microsoft outlook
* 50 word per minute typing speed

**TRAINING**

* Certificate course in CISCP (Certified logistics and Supply chain management Professional) from Blue Ocean Academy, Dubai United Arab Emirates