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| First Name of Application CV No 1640646  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>  Curriculum Vitae | |
| Personal Information | Name: MOHAMED MOAWIA ELKAIR IBRAHIM  D.O.B: 11/9/1984  Contact: 0555720607 – 0566954054  E-mail: mohamedfaza3@hotmail.com  Nationality: Sudanese  License: Valid UAE driving license |
| Objective | To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services with in a positive team environment. |
| Education | **(2008-2014)** Bachelor in Business Administration  Ittihad University  Ras Al Khaimah  United Arab Emirates  **(2004-2005)** Graduated from Saeed Bin Jubair high school – Ras Al Khaimah - 2004. |
| Experience | (April 2015 till Now) Port Operation Executive / PRO at Inchcape Shipping Services – Ras Al Khaimah.  **Operations Executive Responsibilities:**   * Co-ordinate berthing and sailing of the vessels operator. * Assist vessel operator to prepare cargo documentation. * Monitor cargo operations and send timely updates to all parties concerned diligently. * Perform immigration and customs clearances of vessels/crew and perform all immigration and customs documents. * Meet/ Assist crew. * Co-ordinate for timely delivery of all supplies and arrangements to place it on board. Co-ordinate with support services – crew desk and make visa, hotel, transportation arrangements for on-signers, off-signers. * Support and assist all operations functions performed as per the guidelines, as well as corporate compliance & ethics policy and other specific instructions and procedures.   **PRO Responsibilities:**  • Submit and ensure the processing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas, car registrations, Trade License, labor permits, customs declarations and import – export documents.  • To proactively manage the timely renewal of all Employment Visas and Labor Permits.  **.** Process all Federal and Transport authority applications such as issue and renew navigation license, seaman cards issue and renewal and issue vessels NOC for Local or International voyages.  (Sep 2014 — Nov 2014) Data entry operator and customer service agent at Emirates NBD Bank Ras Al Khaimah Corniche branch for EMAAR IPO, AMANAT IPO and Dubai Parks and Resorts IPO.  **(Jun 2014 – Aug 2014)** Trained at Saif Hospital for two months in the emergency administration office.  (Jan 2012 — Jun 2012) Translator & Assistant Trainer for the recruiters and officers at Alshaheen Adventure L.L.C. |
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