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Curriculum Vitae

Riffatullah

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**OBJECTIVE**

To apply my personal and educational skills in compliance with a professionally managed organization for consistent growth. To use my skills in the best possible way for achieving the company’s goals

**PROFESSIONAL SUMMARY**

The undersigned, having 9yr experience in different international organization, out of which 4 years UAE experiences as Transport & Logistic Assistant also having UAE driving license.

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| **PROFESSIONAL EXPERIENCE:** |

**Al Asab General Transport and Contracting Est. UAE**.

**Job Title : Logistic Coordinator**

**Duration : From March: 2013 till Date.**

**JOB RESPONSIBILITIES:**

* On line Project wise maintenance of vehicles and equipments list in SAP.
* Coordinating sites for vehicle’s mobilization & demobilization.
* Monitor and update the assigned vehicle schedule for the drivers.
* Plan vehicles for our projects requirements.
* Monitor vehicles ‘mileage log sheet.
* Coordinate with Garage’s Foremen/Eng for any break down.
* Tracking & solving issues related accident.
* Preparing Service PO in SAP as per the approved quotation.
* Maintaining Service time sheet entry of rental vehicles and equipment in order to release of payment.
* Preparing monthly rental cost report
* Pay and clear vehicle and equipment traffic fines.
* Arranging third party/safety Training for vehicles & equipments, operators & drivers.
* Maintain scan copies of vehicles and equipments Registration, CINA passes, safety certificates & driver’s contacts details.

**Afghan Transport Company Afghanistan.**

**Job Title : Logistic & Transport Assistant**

**Duration : From March: 2011 Up to 2012.**

* Assist in Loading and unloading operation of goods at warehouse.
* Assist transportation department in managing and coordinating shipments.
* Supply of goods to the customers.
* Resolve customer issues relating to transportation of their goods and products.
* Check and verify goods received at warehouse as against the accompanying documents.
* Inspect goods or products received for breakages or damages.
* Assist & giving all necessary documents to our seniors and department head.
* Maintain all files, transportation documents and reports in an organized manner.

**Oger Dubai Construction Company UAE.**

**Job Title : Accounts clerk/Data Entry**

**Duration : From Dec: 2008 Up to Feb: 2011.**

* Encoding all entries upon approval by the department head.
* Checking /computing if the amount in the attachments tallies the amount on the voucher.
* Receiving of accounts payable/ certificate of payment from the finance and checking that all vendors, invoices and amount are correct in their summary.
* Checking of Bank General Ledger Voucher (DBV), Cash moment report (BCV), Cash receipt voucher (DCV) against edit list, ensuring that all allocations are correct before it is posted by the accountant.
* Assists the accountant in payment preparation and checking of payment advised, ensuring that all venders, invoices and amounts in the vouchers are correct.
* Photocopying of all necessary documents for adjustment of entries.
* Checking of supplier’s manpower and voucher preparation of all vouchers with personal dedications
* Supplier’s reconciliation.
* Bank reconciliation.
* Assists in giving vouchers requested by the accountants/DEPT.HEAD.
* Entering currency rates to the system.
* Set up and maintain filing system.

**Gul Gas Company Peshawar Pakistan.**

**Job Title : Accounts Assistant/Cashier**

**Duration : From February: 2006 up to 2008.**

* Receiving daily base cash from the customer.
* Depositing Collection into the Bank.
* Arranging demand draft.
* Keeping all kinds of receipts & Payment slips in well manner.
* Maintaining cash book.
* Forwarding daily receipts & payment report to the MD.
* Putting up Files.

**EDCATION QUALIFICATION**

* **B. A- Bachelor of Arts 2003**

from Peshawar University Pakistan

* **DIT-Diploma in Information Technology 2007**

Microsoft Office, Internet, From Technical Board Peshawar Pakistan

* **Peachtree (Computerized Accounting) 2007**

From Abtech Institute Peshawar Pakistan

**KEY SKILLS & QULIFICATIONS**

* Excellent written and oral communication ability
* A warm, outgoing & caring personality
* Work under pressure
* Good timekeeping & organizational skills
* Strong computer skills
* Oracle GL (General Ledger), Oracle AP (Account Payable)
* Peachtree (Computerized Accounting)
* **PERSONAL DETAILS**
* Nationality : Pakistani
* Civil Status : Married
* Sex : Male
* Date of Birth : 10-01-1979
* Visa Status : Residential
* Religion : Islam
* Languages Known : English, Urdu, Hindi, Pashto & Little Arabic
* License : Holding valid UAE Driving License