**CURRICULUM VITAE**

 SHEREEF. NV

**Career Objectives*:*** *My career objective is to be a part of a premium quality organization*

 *Where I can significantly contribute my experience to its growth. I am keen to secure a stable*

*and long term position, which will provide me the challenge and job satisfaction that I am seeking.*

**Resume Highlights**

* Over all 10 years UAE experience with strength in Logistics operations, Import / Export procedures, warehousing management, procurement and administration.
* Employment experience with trading companies and logistics companies.
* Import / Export experience in Dubai free zone & other emirate free zones and Dubai customs procedures.
* Valid UAE driving license and expert in Dubai and Northern Emirates roads.

**Key skills / knowledge:**

* **Logistics and Warehouse**
* Managing the logistics operations, warehousing, procurement and transport.
* Excellent knowledge in Import / Export procedures, LC documentation, INCO terms, Shipping / Customs documents, Mirsal 2 portal and Duty- Deposit/Refund/Exemptions.
* Expert in ATA Carnet shipment Import / Export & RORO cargo Import / Export procedures.
* Familiar with chamber of commerce, Ministry of Economy, Ministry of Finance, Foreign Affairs, Embassies, Ports and customs.
* Familiar with customs and documentation and Import / Export Regulations of Middle East, Far East, US, EU, Mediterranean, North Africa.
* Freight Negotiation and contract management with Line / Agent /Transporter.
* Warehouse management, establishing and monitoring security procedures and protocols.
* Manage stock control – Receiving, Warehousing, Retrieval and timely distribution, shipment loading and transferring, Document Recording and Data Entry, etc...
* Managing the facility, Equipment, Space and Material.
* Manage Reports- Inventory reports, Status reports, Dead stock reports, Consumption Reports, Man Power Status reports etc..
* **Administration**
* Planning, Organizing, Staffing and controlling all functions.
* Monitoring Manpower, Efficiency and Cost control. Customer service and Employee motivation.
* Managing Accounts Payable / Receivable, cash handling and Reports
* HR functions, visa / License / Vehicle – Applications and Renewal.
* Purchase and issue of office supplies and sales report.
* Coaching, counseling of and disciplining Staffs / Labors.
* Implementation o f policies and procedures, filing and retrieval system.
* Management of Information system and Reporting.
* **General.**
* Quick learner and desire to constantly update the current set of knowledge.
* Ability to work in a fast paced environment and handle strict deadlines.
* Analytical , Organized, self motivated and Flexible
* Good interpersonal skills, collaborates effectively with different levels of employees.
* Excellent communication skills and business correspondence.
* Good team player with leadership quality.
* **Languages**
* English, Hindi & Malayalam : Fluent in Read, Write & Speaking
* Arabic: Good in Speaking, Average in Read &Write
* **Information Technology.**

MS Office applications, Peachtree, Tally, Photoshop, Hardware & Trouble Shooting.

**Career Progression**

**Company Name: Dubai. March 2012 (currently working)**

**Position: Logistics In charge and customer support.**

* Managing of Export / Import customs clearance activities.
* Mirsal 2 clearance- Import / Export, Transshipment, Cross Trade shipment DP world payment, customs duty deposit and refund and their transportation.
* Controlling, documenting and follow up of Duty deposits and refund claims.
* Customs Inspection booking and follow up.
* ATA carnet Import / Export documentation, monitoring of import and ensure to export it timely.
* ROW to ROW consignment import through DUBAI and export through other emirate, its inspection booking and exit paper documentation and submission for duty refund.
* New Import code submission and renewal
* Export to Iran by Barge from Deira creek, preparation of documents for re export cargo through creek customs.
* Coordinate with consolidators and related dept for the timely dispatch of cargo.
* Get the rates with Liner/Airline/Consolidator & rate negotiation with them.
* Booking of containers through INTTRA or their official site or email.
* Negotiation on the demurrages / detention – free time for the Import / Export shipment with liners’
* Air space booking with Dnata or airline agent.
* Oversee the B/L issued by the agent and confirms it, Prepare Draft B/L to the consignee and forwards it to the consignee, amend it as per the request of the consignee.
* Monitoring the timely clearance of the Import shipment as well as the return of MT containers and export shipment are GATE IN before cut off.
* Assisted customers’ in preparing, negotiating and defining LC documents and INCO terms.
* Providing customer assistance to the customers regarding every related query’s
* Exit document preparation, authority stamping and timely submission at the customs. Makkasa stamping for GCC export retrieve from dual customs duty.
* Segregation of HS code, preparation of HS code list.
* All kinds of customs related issues - as a trouble-shooter
* Import Coordination for overseas purchase of the customers’, to liaise with the overseas agent and get competitive freight rate.
* Preparing rosters for drivers and assign duties to related staff.
* Preparation of delivery schedule and delivery notes for import shipment and follow ups of delivery status.
* Effectively coordinated transport activities for the maximum utilization of trucks and trailers.
* Managed the transportation of company fleets and trucks for deliveries across GCC.
* Monitoring RTA fines and deal with complaints.
* Hire trucks from transport companies, if needed in critical situation.
* Ensure overall smooth flow of operations.

**Company Name: Xavier General Trading. Nov 2009-Feb2012**

**Position: Logistics Coordinator**

* **Logistics**
* Handling of all administration and logistic functions of the company.
* Overseeing all documents and procedures related to Import / Export shipments and customs clearing.
* Liaising and negotiating with liners freight forwarders and transporters and concluding contract.
* Mirsal 2 customs clearance, duty deposit and refund.
* Coordinate with shipper for Delivery Advice, Invoice and Packing list for FZ import.
* Liaise with Chamber of Commerce, Ministry of Economy, and Ministry of Finance, Consulates etc...
* Preparation and submission of COO in Dubai Chamber of Commerce.
* SASO certificate documentation and arrange inspection schedule.
* Producing weekly shipment reports to management.
* Freight Invoice verification and approval
* Arrange delivery at consignee’s warehouse or their agent.
* Dispatch the export documents to the consignee timely via courier.
* Warehouse
* Receiving and delivery of shipment, Supervision of loading and unloading of cargo.
* Monitor and verifies goods which is received against our purchase order.
* Supervise and Assign the duties to the staff at the warehouse.
* Prepare inventory report and maintain minimum quantity stock of each product.
* Identify the stocks that are in the warehouse for long time and bring it to the attention of the purchase manager.
* Supervises the maintenance and general housekeeping of the warehouse.
* Supervising and stacking and storage of goods and maintain safety measures to preserve the goods.
* Oversee the loading and dispatching and delivery of stock from warehouse to show room.
* Perform other duties as required by the nature of the position or as requested by manager.

Company Name: Al Bayan Studio LLC Sharjah. Dec2006 – June 2009

Accountant cum Manager

* Manage the show room
* Supervise the staff and assign their duties every day
* Attend the customers and reply their queries and follow up
* Preparation of quotations and its follow up
* Preparation day to day accounts statement, weekly submission of the statement to the GM
* Filing of B/R and B/P, collect and issue the payment timely.
* P/L account and B/S preparation in the tally software.
* Banking works- cheque or cash deposits.
* Accept the OT note from the staff and Preparation of OT sheet.
* License renewal, vehicle renewal, immigration works, and ministry of labor work.
* Salary preparation and pay it through WPS.
* Purchase and issue of office supplies.
* Performed other duties by the nature of the position.

**Educational Attainment:**

**Academic**

* *Bachelors of Commerce – (B.Com)*

 2001 to 2004: University of Calicut. India.

* Plus Two – (Science Group)

 1999 to 2001: Educational Board of Kerala, India.

* Secondary School Living Certificate – (S.S.L.C)

 1999: Educational Board of Kerala, India

Professional

* Diploma in Logistics and Supply Chain Management.

 2009: Interman Training Institute Shj. U.A.E

* Diploma in Computer Application

 2004: One Zero Computers Nileswar, India

**Personal Details:**

Nationality : Indian

Date of Birth : 18.08.1982

Marital Status : Married.

**Job Seeker First Name / CV No: 1799670**

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