# **Mehboob**

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**Career Objective:**

To make positive contribution as part of your dynamic and well reputed organization in a challenging and rewarding position where I can grow and utilize my skills-to learn, contribute with my extremely bright 31 years of experience and business management skills especially in Middle East Customs Formalities, Administration and Management. Highly focused with a comprehensive understanding of logistics, procurement and the supply chain. Boasting a consistent & proven track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance, all to tight time scales and within budget.

Committed to identifying and implementing continuous improvements in the supply chain. Now looking for a new and challenging position, one which will make best use of existing skills and experience and also further my personal and professional development.

**Education:**

Graduated in Bachelors of Science in Chemistry from University of Mumbai, India in the year 1981.

**Brief Experience Summary:**

1. **Super Excel Technical & Building Services: (2 Years from November 2013 to November 2015)**

**Position: Area Manager**

* Daily visit different Sites of company, daily inspection of all the cleaners on duty, follow up with clients for any issues.
* Look after the maintenance department and schedule the work as per the approved quotations.
* Send Quotations to the customers and get approvals for the same.
* Purchase and deliver maintenance materials to different sites.
* Check in stores for cleaning Materials and place order and send LPO for the same to different Suppliers.
* Look after the office administration and solve the issues with labors if any.
* Schedule monthly transportation routine for drivers and also schedule routine for day and night security persons.
* Arrange DPS for security training.
* Patrolling during night to various locations where the securities are on duty.
* Attend customer complaints and solve the issues immediately, also ensure to give them improved and better service.
* Handle ministry works of the company.

1. **Super Excel Clearing and Forwarding: (2 Years from October 2011 to October 2013)**

**Position: Office Manager**

* Taking care of Office Administration, solving all disputed problems with Dubai Customs occurring during the processing of documents.
* Complete Knowledge of Mirsal 1 & Mirsal 2 for passing Customs Documents online.
* Arranging transport for delivering the goods arrived in the Air & Sea Ports.
* Looking after commercial and official correspondence, Ministries, Consulates, Municipality, and Chamber of Commerce.
* Preparing Invoice for related works, submitting all the reports to the accounts handling all the major projects of the company.
* Reporting the issues to the directors for ongoing projects

# **Pantos Logistics LLC Dubai/Jebel Ali: (6 Years from October 2005 to September 2011)**

**Position: Administration Executive & Documentation Manager**

* Handling all Free Zone Administration work related to the company.
* Solving all disputed problems with Dubai Customs occurs during processing of documents.
* Complete (without any mistakes) Knowledge of Mirsal 1 & Mirsal 2 for passing Customs Documents online.
* Arranging transport for delivering the goods arrived in the Air & Sea Ports.
* Preparing Invoice for related works, submitting all the reports to the accounts handling all the major projects of the company.
* Reporting the issues to the directors for ongoing projects.

1. **K Line FZCO, Jebel Ali, Dubai: (1 Year from June 2004 to September 2005)**

**Position: Stores In-charge & Custom Executive**

* Handling imports, Exports & Jebel Ali Internal Transfers.
* Processing customs documents prior to the delivery.
* Booking containers for exports with different shipping lines, purchasing various items as per the company’s requirement.
* Looking after commercial and official correspondence, Ministries, Consulates, Municipality, Chamber of Commerce and Jebel Ali Free Zone Administration works.
* Updating the stock weekly and monthly before forwarding to inventory department for processing.
* Processing the custom documents through E-Mirsal and E- Clearance. Handling Petty Cash for company.

1. **Duty Free Dubai Ports, Jebel Ali, UAE: (2 Years from August 2002 to May 2004)**

**Position: Stores In-charge & Custom Executive**

* Handling imports, Exports & Jebel Ali Internal Transfers.
* Processing customs documents prior to the delivery.
* Purchasing of various items as per the company’s requirement.
* Looking after commercial and official correspondence, Ministries, Consulates, Municipality, Chamber of Commerce and Jebel Ali Free Zone Administration works.
* Checking the stock weekly and monthly before forwarding to inventory department for processing.
* Processing the custom documents through E-Mirsal and E-Clearance.

1. **Hoffman La-Roche Pharmaceuticals, Kuwait: (1 Year from August 2000 to July 2001)**

**Position: Administration Executive**

* Handling all office correspondence and updating sales entries in the system according to the Local Purchase orders preparing the delivery orders for distribution to various Pharmacies & Hospitals.

1. **Dubai Meat Packers, Jebel Ali, UAE: (11 Years from June 1989 to Feb 2000)**

**Position: Custom Representative & Purchaser and Store In-charge**

* Handling all imports, Exports & Jebel Ali Internal Transfers.
* Processing all customs documents prior to the delivery.
* Purchasing of various items as per the company’s requirement.
* Look after all commercial and official correspondence, Ministries, Consulates, Municipality, Chamber of Commerce and Jebel Ali Free Zone Administration works.
* Handling the cold stores for finish products & raw materials as well as dry stores for packing materials & spices.
* Stock taking weekly & monthly forwarding to the purchasing department.
* Daily updating the data in the system.

1. **REZAYAT TRADING COMPANY, Saudi Arabia: (6 Years from Feb 1982 to November 1988)**

**Position: Custom Representative & Purchaser and Store In-charge**

* Processing of all customs documents purchasing different type of goods as per the requisition and supply to different oil rigs.
* Maintain the incoming & out going stock ledger in the stores.

**Computer Skills:**

* Diploma in Computer Training from Aptec Computer Education, India in the year 2000
* Well Versed in handling the web search tools and MS Office tools specially MS PowerPoint, Excel, Word, Publisher, Visual Basic, Access, etc.
* Proficient in Desk Top Publishing and E-mail applications.

**References:** Shall be made available on request.