**CURRICULUM VITAE**



**Ashokan**

[**Ashokan.336688@2freemail.com**](mailto:Ashokan.336688@2freemail.com)

**Career Objective:**

As a skilled professional, seeking a challenging position where I can utilize my skills and experiences efficiently to add better values to the organization and to the professional career.

**Academic Details:**

Graduated in BA Economics & History from Calicut University, Kerala

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**Professional Experience:**

**COMPANY WORKED: - *Group of Companies***

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| RBK MIDDLE EAST LLC (Reebok Middle East), | | | | | | |
| RSH MIDDLE EAST LLC (Royal Sporting House) | | | | | | |
| PROGOLF INTERNATIONAL LLC | | | |  | |

From 2002 to 2016 Worked in import department of RSH, RBK and

Customs Clearing Executive.

***Duties and Responsibilities***:-

Responsible for effectively and proactively managing the documentation team that to ensure for accurate and prompt deliveries were made to both internal and external customers.

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| * Preparing the import shipment document for custom clearance and checking the documents. | | | |
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| * Giving the proper Customs Tariff Code and matching with shipment documents. | | | |
| . | | |  |
| * Coordinate the online customs clearing from the office. | | | |
| * Import issues discussing with Dubai customs such as | | |  |
| Brands, HS code, Duty payment, Short collection, Trade mark Registration and Customs Inspection etc. | | | |
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**Work Experience.**

***Sales Supervisor*:-**

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| * Four years experience as a Sales Supervisor in Sport Station Golf house, | | | | | |  | | | | | |  |
| Studio R (recently known as Stadium) under RSH MIDDLE EAST | | | | | | | | | | | | |
| LLC (1997 to 2002) |  |  |  |  |  |  | | | | | |  |
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| **DRIVING LICENSE**   * **Holding valid U.A.E Driving License** | | | | | | |  |  |  |  |  |

**Various services through Dubai trade and its enabled applications.**

* Import / export documentation.
* Claims and refunds.
* Import codes / representative cards.

**Key Skills:**

* Comprehensive knowledge of logistical procedures & process.
* Handling import/export shipments.
* Ensure proper co-ordination with the clients.
* Track & Trace of both air and sea shipments.
* Set procedures and coordinated remotely with the third party.
* Updating the clients regarding the status of the consignments.
* Knowledge of Mirsal -2 and documentation process of Dubai customs.
* Forged and maintained professional relationship with service providers.

**Personal Skills:**

* Adaptability to new concepts & responsibilities.
* Excellent Communication Skills & Interpersonal Skills.
* Function Independently as well as a team member.
* Quick Learner.

**Language knows:**

* English, Hindi, Malayalam&Tamil

**Visa Status:**

* Residence Visa under RSH Middle East LLC

**Personal Details:**

Nationality : Indian

Date of Birth : 02/12/1960

Sex : Male

Marital Status : Married

**Declaration:**

I hereby declare that the above mentioned particulars are true and correct in my

Knowledge and belief.