

Contact HR Consultant for CV No: 2040606

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| SAMIT JEELANI DEDMARI |  |  |  |  |
|  |  |  |  |
| Working as an Assistant Branch Manager at Jeddah. |  |  |  |
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| Over 8 years of Qualitative experience in Office Management. |  |  |  |  |

**Experience Summary**

Working as an Assistant Branch Manager since Feb-15

Worked as an Administration officer with Krimmley contracting company Jeddah since May-13. Worked as an Administrator in Qatar Airways at Doha Airport, Qatar since 15-Apr-2011 to

16-Mar-2013.

Worked as Process Developer with Genpact INDIA, Gurgaon from April-2007 to Mar-2008. Worked with AHM Associates, Srinagar from August 2006 till Mar 2007.

**Professional Exposure**

Detail-oriented, efficient and organized professional with extensive experience in Customs Clearance & Logistics. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

Highly trustworthy, discreet and ethical.

Resourceful in the completion of projects, effective at multi-tasking.

Experience of closely interacting with clients and mapping their requirements.

Adept in implementing procedures to facilitate a high quality customer experience.

Adroit in customer service operations for rendering and achieving quality services with the ability to support and sustain a positive work environment that fosters team performance**.**

Experience of internal audits and various reconciliations like Cash, Treasury and 442 Loan reconciliations.

**Highlights of my work**

Instrumental in implementing various processes and SOP’s promptly while following guidelines. Mentored various people related to process and its guidelines.

**Educational Qualification**

MBA from Sikkim Manipal University, Delhi, 2008-10.

Bachelor of Commerce from Kashmir University, 2003-06.

**Software Skills Set**

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| **Accounting Tools** |  | Smart stream, Business Object, Oracle, Discoverer, Tally. | |  |
| **Office Tools** |  | Microsoft Office Suite (including Excel Spreadsheets). Add-posting, In-page, | |  |
|  |  | Formatting. | |  |
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| 1. **Work Exposure:** |  | **Feb-15 to Present** |  |  |
| Position | Assistant Branch Manager | |  |  |
| Organization |  | |  |  |
| Computer Tools | LAVA, ERP, MS Office | |  |  |
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**Managing all responsibilities of customs clearance, Accounting, Logistics & Workshop divisions. Also maintaining the office functions smoothly on daily basis as following.**

**Taking care of all the outstanding reports and follow ups. Taking care of all the HR activities.**

**Searching and adding new clients to the company.**

Making sure that all the shipping documents have been submitted as per SOP Making sure that all the D.O has been received on time.

Making sure that all the files have been submitted for custom clearance with proper documents.

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Following up with the Saudi customs team to process the clearance on time.

Preparing the report for the management about delayed jobs with the explanations. Preparing the report for all the cleared Jobs and under clearance Jobs.

Maintaining communications with Logistics department to ensure the delivery for all the shipments within the given time period.

Coordinate, supervise and evaluate all Logistic activities of the Logistic employees.

Coordinate all Logistic activities with other relevant Departments and persons, as necessary in achieving company objectivity.

Participate and control company activities such as Logistic budgets, plant operations, plant improvements, quality control, safety, environmental and personnel utilization etc.

Preparing the daily Loading reports & Truck status report. INteract with third party logistics service providers.

Arranging the best & the cost effective service providers.

Preparing the daily weekly & monthly reports for Income through Back load and total volume of shipments. Following up with the Workshop department.

Maintaining daily weekly and monthly workshop reports.

Following up with the procurement department for the timely availability of spare parts with dedicated Vendors selected by company.

Any other task as assigned by Manager.

Maintaining the vacation plan for the employees to ensure smooth running of Business.

***Accomplishments:***

Awarded significant pay increases within a 3-month probation period for superior service. Enhanced productivity by automating the month-end reporting process**.**

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| **2. Work Exposure:** | **May-13 to Feb-15.** |
| **Position** | Administration Officer |
| **Organization** | Krimmley Contracting Company |
| **Computer Tools** | Oracle, MS-Office, Photoshop. |
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Performing all administrative duties and supporting Project Manager for day today tasks. Also maintaining the office functions smoothly on daily basis as following.

Preparing Minutes of meeting and managing Emails for Executive vice president.

• Successfully wrote a training manual in order to help new employees within the administration department.

• Reorganized office administrative procedures which resulted 40% increase in overall efficiency

• Trained 25 new employees regarding company’s standard operating procedures

Prepare and manage correspondence, reports and documents.

Organize and co-ordinate meetings, conferences, travel arrangements.

Maintain all office systems in accordance to the prescribed standards in order to ensure smooth functioning at all times.

Maintain databases.

Train new employees in administrative tasks within the department. Set up and maintain filing systems.

Finalization and submission of Payroll data for HR and FINANCE. Dealing with HR department regarding staff general request.

Accomplishments:

Got promoted as Administrator officer within 8 Months.

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|  | **3. Work Exposure:** |  | **Aug 2010 to Mar 2013.** |  |
|  | **Position** | Administrator | |  |
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| **Organization** | Qatar Airways |
| **Computer Tools** | Oracle, MS-Office |
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**Performing all administrative duties and supporting Manager for day today tasks. Also maintained the office functions smoothly on daily basis as following:**

Finalization and submission of Payroll data for HR and FINANCE. Dealing with HR department regarding staff general request. Keeping all inventory records and stationery records.

Maintained all management documents for records.

Prepared Time sheet for resigned and termination staff. Managed the internal and external mail functions.

Submitting the leaves and other queries in Oracle. Provided telephone support.

Scheduled Manager Appointments and maintained up-to-date confidential staff files.

***Accomplishments:***

Reduced production time by implementing various strategies in Excel files, production time was significantly reduced.

Proficient with Administration work and daily report’s.

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| **4. Work Exposure:** | **Apr 2007 to Mar 2008.** |  |
| **Position** | Process Developer |  |
| **Organization** | GENPACT INDIA, Gurgaon |  |
| **Accounting Tools** | Smart stream, Discoverer, Tally |  |
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**Looking after all the Reconciliations and Treasury accounting for all the Major accounts as follows:**

Handled Bank Reconciliations.

Handled Treasury Account reconciliations. Done Treasury accounting.

Refined operational controls in the management reporting process.

Examined journal vouchers, general ledger reconciliations, and numerous analyses including P&L variance, inter-company accounts, and aging.

Handled 440 Loan accounts reconciliation’s.

Reduced production time by implementing various strategies in Excel files, production time was significantly reduced.

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| **5. Work Exposure:** | **Aug 2006 to Apr 2007.** |  |
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| **Position** | Account Assistant |  |
| **Organization** | AHM Associates(CA firm) |  |
| **Role** | Account Assistant |  |
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Handled vouchers, billing of the clients. Bank Reconciliations.

Assisting seniors in preparing company balance sheet and profit & loss account. Facilitated communication with the internal and external auditors.

Audited a diverse portfolio, including private and publicly listed concerns involved in trading, investment holding, retail, manufacturing, and banking.

Coordinated audit team activities to meet objectives within time constraints.

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Generated statutory accounts, management letters, and audit issues memoranda.

***Accomplishments:***

Established strategies to carry out comprehensive audit plans.

Made recommendations for effective internal controls after careful examination of current system.

**Organization Related**

Member of Food Committee.

Member of training team. Given various mentorship sessions to freshers.

**Personal Details**

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| **Date of Birth** | 14 May 1985 |
| **Marital Status** | Un-married |
| **Passport No** | G0785607 |
| **Visa Status** | Transferable |
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I hereby declare that all statements made are true to the best of my Knowledge and belief.

(Samit Jeelani Dedmari)

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