

**Fazrul**

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**Objective:**

Seeking a challenging position, utilizing my abilities developed through my experience and education with an opportunity for career growth based on my merit and to promote the growth of the origination.

**Summary:**

* **Area of Experience:**
* Customs clearance and declaration.
* Export & Import by Sea, Air, Land
* Supplier support for documentation.
* Export Delivery coordination.
* Admin & payroll
* **Total years of Experience:**
* **8 years (2 years admin and 6 years logistics)**
* **Areas of Interest:**

**Logistics related Jobs**

* **Work History.1:**

**Designation: Logistic Coordinator & Executive**

**Position: logistics and Import/Export shipment delivery by Sea/Air/Land.**

* **Industries Type:**

**Packaging oriented. (Packaging material trading and packing material manufacturing company)**

* **Functional Areas:**

**Controlling the Logistic and Import/Export shipments delivery supports.**

* **Worked as Logistic Manager and Import/Export controller by (MIRSAL II) – shipment arrange by Sea/Air/Land. Purchase order placing and export to other country & GCC in Palletco LLC –Dubai-UAE, from April 2011 to still the date (6 Years).**

**Company Brief:** Dubai Plastic packing material company is a leading manufacturing and marketers of Plastic Pallet, Crates, Garbage Bin, boxes, bins, PVC tapes, cling films and etc., one of the most established imported brands with a distinguished leadership in Arab countries. The company has also been exporting extensively to foreign markets and its products are now available in various Asia, Europe, GCC, and Chinese countries.

**Reports to:** Director and Managers, both of whom work in the business.

**Responsibilities:**

* **Customs Clearance:**
  + Customs Declaration of Import and Export shipment thru MIRSAL II and submitting the document to the customs as per customs rules and regulation.
  + Import, Export and Re- Export documentation processing and coordinated with Freight Forwarder.
  + Monitoring the shipment status by updating the shipment schedule module.
  + Collecting the document from bank for CAD and L/C payment shipments.
  + The shipment clearance status and the movement from the port to warehouse.
  + Liaising with clearance agent, forwarder and end-user about the shipment.
  + Liaising with Clearance agent /carrier / Liner for competitive rates and services
  + Payments for clearing agent’s invoices and coordination with finance department for payments.
  + Applying bank guarantee and shipping guarantee.
  + Follow up the supplier to arrange the document and received the original document before the vessel arrival.
  + D/O collection from forwarder and pass the bill of entry. Clearance the shipment without demurrage and detention and delay.
  + DPW port pass arrangement to release the container.
  + Customs Inspection arrangement by online booking which has the inspection.
  + Preparing shipping documents including the shipment instruction and LPO responsible for cargo packing.
  + Preparing and applying in GCC documents in economic and arranged the transport to deliver the shipment to customer place.
  + Dubai customs inspection in Sea / Land, and RORO cargo arrangements.
  + Duty deposit refund Claims.

.**Duty Exemption (Ministry of Economic):**

* Preparing the duty exemption list of all imported materials as per requirement ( Raw Material , Spare Parts and Machineries )
* Processing and maintaining list of exemption items.
* Processing and applying for delay exemption for all imported spare parts materials which are duty paid.
* Liaising with customs for the status of refunded Claim and Non refunded claim reports,
* Making a chamber certificate, economic industrial and Arab league certificate.
* **Work History: 2**

**Designation: Marketing Executive and Admin Coordinator support.**

**Position: Manager**

**Industries Type:** Cleaning Company (Labour contracting based clearing and helper supply)

* **Functonal Area:**

**Controlling the labour work place and supervising their duties office supports.**

* **Worked as a manager of admin and marketing in this concern. Payroll making in Al Jef Cleaning & General Services LLC, Ras Al Khaimah –UAE. From April 2009 to April 2011. (2 years)**

**Company Brief:** Labour contracting company to supply labour in various place like factory, office and warehouse. They has sending the labour all over UAE for cleaning and helper purpose.

**Responsibilities:**

* Handled the labour time sheet and payroll system.
* Every month take attendance report from our supplied customer place.
* Company administration in clerical work for prepares the company contracts, quotations, and Invoices.
* Responsible for resolving customer’s complaints manage all day-to-day office.
* Administrative activities payroll, internal staff care and solving employee’s problem.Enrolling system with computers and updating the salaries reports.

**Summary of Qualifications:**

**B.com, (commerce) Bachelor of commerce** from 1997- 2000

Annamalai University in Chidambaram, Tamil Nadu. India.

**D.C.A.,** (**Diploma in Computer Application**) from 1990- 1991

Hindustan Institute of engineering Technology, Madras, Tamil Nadu-India.

**HSC, (Higher secondary School) on 1990.**

Thavasamuthu Higher secondary School. Tamil Nadu –India

**Professional Skill:**

* MS Office 2010 (Word Excell and Power Pint)
* Knowledge in Tally
* Training certificate of MIRSAL II (Dubai Trade)

**Reference will be given on request.**

I hereb**y** declare that the above furnished information is true and correct to the best of my knowledge and belief.