

**CURRICULUM VITE**

**Zaha**

**Location:** Dubai, United Arab Emirates

**Education:** Bachelor's degree

**Employment Type**: Employee

**Employment Status**: Full time

**Career Level:** Mid Career

**Notice Period:** immediately

**Country:** Dubai, United Arab Emirates

**Email Address:** zaha.361146@2freemail.com

**Objective**

I am hardworking person and always take keen interest with people who believe in team work. I would like to avail a challenging position within your company for career advancement and explore how my capabilities may be utilized to meet the expectation of your company. Should my particular meet your requirement, I will be very delighted to a position which may consider me suitable. I am available to join immediately and would appreciate if I would be given opportunity to be considered as one of the member of your team.

**Personal Information**

**Birth Date:** 16 Sep 1988 (Age: 28 )

**Gender:** Male

**Nationality:** Jordanian

**Location :** United Arab Emirates

**Visa Status:**expire

**Marital Status:** Single

**Experience (5 Years, 5 Months)**

**Customs Clearance**

**Alsaid automobile trading fzco Location:** Dubai - ALaweer free zone - United ArabEmirates

**Company Industry: export and import cars**

**Job Role: Customs Clearance Dubai trade – mirsall 2 ( Aug -2013 / April – 2017)**

**Key Responsibilities:**

**1-** Delivery advice , packing list , bill of loading , trade license , Commercial Invoice, Certificate of Origin for shipment

**2-** Transit in , Transit out , import to local , import for local to free zone , export from local to free zone , export from local to free zone after temporary ,

**3-** Temporary admission from local to free zone ,

**4-** Claims , refund of deposits , refund of Duty ,

**5-** initiate inspection , initiate inspection with clear declaration , control for inspection request ,

**6-** Amendment Declaration : Transit in , Transit out , Import , Export , Temporary , transfer with free zone

**7-** Cancel Declaration : Transit in , Transit out , Import , Export , Temporary , transfer with free zone

**8-** Transit in , Transit out , Import , Export , Temporary , transfer with free zone

**9-** Submission for Documents : Transit in , Transit out , Import , Export , Temporary , transfer with free zone .

**Customs clerk**

**Alnahda Forwarding and CLearing Co , Location:** Abu Dhabi - AL Ghuwiafat port - UnitedArab Emirates

**Company Industry: Shipping and Clearance**

**Job Role:** Customs clerk(July 2012 - May 2013)

**Key Responsibilities:**

Print customs data and follow-up clearance on the one hand the release of the next shipment and problem-solving of the customs duties imposed by customs in terms of reduction of the value that is evaluated by the evaluation and guarantee the Customs Department in the case of export cargo for both outside and inside the country with a free trade zone within the country .

**ACCOUNTANT**

**Al shamal for hajj & umrah Location :** Jordan

**Company Industry : tourism and travel**

**Job Role : ACCOUNTANT (**September 2010- October 2011 )

**Key Responsibilities:**

1- Preparing daily reports in terms of expenses and payments

2- Receiving daily amounts of customers, whether in cash or a check payment and closing the customer's account that he was paying the full amount

3- Receipt of payment that will be paid part of the value of the required amount and load the remaining portion on the customer's account

4- Prepare the balance sheet at the end of the month

5- Preparing statements for the salaries of staff

6- collection of checks payable and contact the customer to inform him in case of late payment

7- Contact hotels and settlement of accounts in terms of the amounts booked hotels for customers

**Education**

**Bachelor's degree**

**jarash private university**

**Location:** Jarash, Jordan

**Completion Date :** February 2012

**Grade:** 71.1

**Specification** : Banking & Financial Sciences

**Skills**

**MICROSOFT OFFICE** : **Microsoft office word – Microsoft office excel – Microsoft office PowerPoint Presentation**

**Languages : Arabic & English**