**SHABIR**

**Shabir.362947@2freemail.com**

**PERSONALITY & OBJECTIVES**

An energetic young man believe in hardworking, trust in God , looking for a positive environment where I can work for the development of particular organization and for my good experience, Where not only I can earn my living with grace but also to deliver my best services to the organization, Flexible enough to work as a team member or individually.

**CAREER SUMMARY**

I start my career with National Marine Dredging Company Abu Dhabi as office Clerk in Plant (Support Craft Section) Department then I moved to General Services (Admin) Department where I worked for the Government Relations & marine licensing department then I moved to Marine Logistics Department where I was given the position as Document Controller where I was maintaining ships navigation license and other relevant certificates.

**EDUCATIONAL QUALIFICATIONS**

**2000-2003 Bachelor of Computer Science (BCS)**

From Allama Iqbal Open University Islamabad Pakistan

**1996-1998 Higher Secondary School Certificate (HSSC)**

From the Board of intermediate & Secondary Education Abbottabad Pakistan

**1995-1996 Secondary School Certificate (SSC)**

From the Board of intermediate & Secondary Education Abbottabad Pakistan

**EXTRA QUALIFICATIONS**

* IELTS (International English Language Testing System).

 British Council Islamabad Pakistan – 2003

**PROFESSIONAL EXPERIENCE**

**Total Experience: 10 Years**

**Company Name: National Marine Dredging Company Abu Dhabi UAE.**

**Designation: Clerk**

**Duration:** 24-Sep-2005 till 24-Feb-2014

**Company Name: Reach Employment Services LLC Abu Dhabi.**

 **(**Working Location: National Marine Dredging Company**).**

**Designation: Clerk**

**Duration:** 20-Apr-2015 till 20-May-2016

**Duties & Responsibilities:**

* Normal office duties ( typing, up keep of records etc)
* Prepare list of Assets / inventory in the section.
* Prepare Petty cash statement and Analysis for daily department expenses,
* To maintain all files for the each vessel record and to keep the updated record in system related to all marine units.
* To make Memos, official Letters , Emails, Faxes, Reports as per instructions from the line Manager.
* To maintain and updates records for all seaman affairs in Data Base system **Oracle** , as well as manually in MS Excel sheets.
* All clerical jobs related to my Department.
* Document Controlling & files management.
* Making online applications for seaman affairs for **Federal Transport Authority** (Registration of new vessels , Seaman cards, Navigation licenses ,UAE Flag Endorsement certificates for ships crew.
* Making online applications for Ship Station Licenses in **Telecommunication Regularity Authority** for all ships, Dredgers, and base stations,
* Raise material requisitions to stores & purchase department according to requirements
* Typing work in Arabic.

 **PROFESSIONAL SKILLS**

* MS Office professional approach.
* Oracle Data Base.
* Electronic Achieving
* EDMS (Electronic Document Management System)

**SOFTWARE SKILLS**

* MS Word
* MS Excel
* MS Power Point
* MS Access Data Base.
* MS Outlook
* Oracle Data Base.
* Electronic Achieving , EBiz Archive, EDMS
* Visual Basic
* C++ Language
* Windows

**PERSONAL INFORMATION**

D.O.B : 12-08-1978.

Nationality : Pakistani.

Religion : Islam.

Marital Status : Married.

Language Known : Urdu/English/Arabic