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| ATIKA [ATIKA.366742@2freemail.com](mailto:ATIKA.366742@2freemail.com) | |
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| **Objective:** |
| To seek a position in any department where I can utilize and contribute my skills. To give my highest standard of discipline, professionalism, excellent service, good moral character, and performance management to the company. |
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**Resume Summary:**

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| **Certification Status :** | DIT(diploma in information technology), Office Automation &  Advanced Excel |
| **Education :** | MSc in Mathematics |
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| **Job Experience:**  **INTERNSHIP IN UASC since 14/08/2016 till 14/11/2016**  1. **COMMERCIAL DEPARTMENT**:   * IMPORT DOCUMENTATION:   + - Costumers Service     - Helping the costumers by informing the details of the vessel.     - ETA of the vessel, charges of the shipment, sending arrival notice to the costumers, name of the vessel (if changed), Current position of the vessel, validity of Delivery order etc.     - Created one report in excel, seeking for the return of the empty containers from the costumers by calling them.   2. **OPERATIONS DEPARTMENT**:   * TRANSSHIPMENT: * Loading nominations for the containers which has to be loaded on the vessel. * Discharge confirmation for the containers which has to be discharged from the vessel to its final destination or for the transshipment containers, which will then to be loaded on the other vessel. * Loading Confirmation for the containers which has to be loaded on its connecting vessel for their final destination. * For transshipments, arrangement of the connecting vessels for their final destination. * Roll over the container. It is done when the costumer changes the final destination for their shipment, so the connecting vessel will be changed accordingly and this shipment will be nominated to load again in the other vessel. * DOCUMENTATION: * Creation of CBF file to send the port * Discharge confirmation for the local containers and sending list to the port. * Discharge Update of the full / empty containers in the system. * Create Activity report which should be submitted every month. * Updating of the sailed vessel in the system through stowman (a software). * Creation of a rotation no. * TOR (terminal operations report) is sent by the port and has to be updated in the system along with the total no. cranes working, total moves of the cranes, time taken by the cranes for the operation etc. * TDR (terminal departure report) is a report which is sent to the port after the vessel is departure.   For Khorfakkan, it is sent directly to the port from documentation tem but for Jebel Ali port it is sent by the Partners (KANOO GROUP) of UASC. | |
| 3. **ACCOUNTS**:   * Accounts Payable, the specific amount which has to be paid by the company. Mostly included the Port Charges. * In Accounts receivable, the amount has to be received by the costumers. * General Accounts, the invoice which is received has to be accounted in the system. * Accounting for the Accrual expenses and reversal. * Passing journal entries in CODA  1. Fund Transfer 2. Expenses of the company 3. Etisalat invoices 4. MECREC invoices 5. Inspection Charges 6. Gate in Admission fee.  * Prepared the summary for the KANOO invoices in excel. * Overview for the basics of accounting + golden rules for the accounting.   4. **HUMAN RESOURCE (HR)**:   * MANPOWER AND RECRUITMENT: * The vacancy for the employee of specific position is firstly discussed with the line manager by HR and then the vacancy is published. * Once CV is received, calling to the candidate for the telephonic interview and proceed for the further procedure if necessary. * Complete the formalities and related documents of the new joiner. * EMPLOYEE RELATIONS: * Updating all the transactions. * Respond to the staff requests as per the company policy. * Per Diem calculations for business trip. * Enrolment of medical and life insurance. * Filing all staff related documents in the respective staff files. * SPM (STRATEGY PERFORMANCE MANAGEMENT): * Set goal and objective. * Provide assistance while creating SMART objective. * Mid-year review. * Year-end evaluation and rating. * TRANING AND E-LEARNING: * List of the staff for training is provided by the line manager. * TNA (Training Need Analysis) for staff is arranged accordingly. * H.R ensures timely execution and preparation for training session. * E-learning assigns the courses and generate the results of the courses.   **ADMINISTRATION:**   * RECEPTION: * Receives calls from national/international customers. * Ensure to connect the call to the concerned staff. * In case of any call missed by the staff, receives message and pass it on to the concerned staff. * Generate absent report of the staff. * Send reminders to the staff/line managers to apply/ approve the leaves. * Check the leaves/time off notifications and ensure all the related documents are attached. * ARRANGING OFFICE PROVISIONS: * Request form of the required things from the staff is received and approved from the line manager. * Check the availability of the stock. * Prepare list of the items and check for the budget. * Getting the quotations of the suppliers for the best rates of the quote. * Take approval from the H.R of the list. * Send approved LPO (local purchase order) to the supplier for necessary action. * Update the reports. * OVERTIME: * Receives overtime request along with the attendance sheet from the staff. * Check eligibility according to the company policy. * Payment is processed through the payroll. * OTHERS: * Organizing monthly events e.g. cultural day, health day, get together etc. * Preparation of E-newsletter in which company events, staff appreciation, goal achievements, management message included. * Arrangements of business trips. (Domestic/international). * Fixing issues of offices e.g. light changing, change of extension no. etc. * Arrange H.R meetings and write the minutes for every meeting. * Deletion from attendance system for the staff departed. * Check daily driver/office assistance duty.   **INTERNSHIP IN STUDENTS FINANCIAL AID OFFICE (UNIVERSITY OF KARACHI)** **Since 01/03/2016 till 03/06/2016:**  **ORGANIZATION**: **STUDENTS FINANCIAL AID OFFICE ( SFAO):**  This organization is based on the scholarships. Many other welfares and organizations are supporting this organization to provide the scholarship for the needy and merit based students.   * Public Dealing * Guiding students regarding the scholarship. * Recheck the information and documents provided by the students * Make a case summary of the student with the help of the provided information. * Enter the data in the system. * Helped the staff in conducting the interview for the students. * Update the amount annually in the system which is provided to the students in previous years. | |
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**Professional Certification and Academic Education**:

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| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | MSc in Mathematics | University of Karachi | Mathematical Sciences | 2015 |
| 2 | BSc. (Hons.)in Mathematics | University of Karachi | Mathematical Sciences | 2014 |
| 3 | DIT | University of Karachi | Information technology | 2014 |
| 4 | Intermediate | Meritorious Science College | Pre-Engineering | 2011 |
| 5 | SSC | Meritorious Schools Network | Computer Science | 2009 |

**Professional Development:**

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| **Sr.** | **Workshops / Seminars** | Year |
| 1 | Workshop of MATLAB | 2015 |
| 2 | Computer Algebra | 2014 |
| 3 | Hifz Quran Pak |  |

**Leisure Activity:**

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| **Sr.** | Description of Activities |
| 1 | Sketching |
| 2 | Internet |

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| **Reference:** |

Reference will be furnished on demand.