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| **PERSONAL PROFILE Curriculum Vitae** |

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|  | Name:Email:Nationality:Current Visa Status: | **Murtaza** Murtaza.379757@freemail.com **India****Employment Visa**  |

**AIM**

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| To work in a competitive, inspiring and challenging environment which offers opportunities of contributing towards the development of the organization and enhances the potential for professional and personal Satisfaction. |

**EDUCATION…**

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| **10th Board Certification:** | Passed from Aroma High School Ahmedabad, Gujarat Board Curriculum, in the year 1997. Scored 62% Marks |
| **12th Board Certification:** | Passed from Aroma High School, Ahmedabad, Gujarat Board Curriculum in the year 1999 with Major in Business Administration. Scored 75% Marks |
| **O Levels Certification:** | Cambridge University (External) Dubai through British Council of Dubai with Major in Business Administration in the year 2004. |

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**WORK EXPERIENCE**.

**PROFEN GENERAL TRADING, LLC, DUBAI, (2005-August 2012)**

**SALES REPRESENTATIVE AND LOGISTICS/CUSTOMS CLEARING SPECIALIST**

* Have consistently achieved Sales targets and even exceeded them (can be independently verified).Have handled government clients like Dubai Municipality, Dubai Heath Authority, RTA,Etc,. I have also done custom clearing and logistics work simultaneously & successfully.
* Having made my own client base, I have done sourcing out products from local & overseas market – completely till importing to the local market, having imported Marine & Industrial machineries, equipments and accessories from the U.S, European Union (including UK), China, Singapore and India.

**MOOSA RASHID CLEARING & FORWARDING EST. DUBAI (2012-2016)**

**LOGISTICS MANAGER**

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| * Have efficiently handled logistics, freight forwarding and transportation work. My function as a Logistics Manager include the following:
* LC Opening and co-ordination with the bank, as well as the exporter
* Making Booking and container request with the shipping line/agent (EXPORT PROCESS)
* Preparing manifest file for submission (IMPORT as well as EXPORT)
* Co-ordination with DP World/Dnata/Emirates for Cargo related procedures
* Using Dubaitrade interface to create/amend Export and Import Declaration (MIRSAL 2, issue online Gatepass and E-Token (wherever applicable), create Inspection request, whenever required,
* Calculate and negotiate freight/shipping charges with the shipping line/agents,
* Other documention processes related to Shipping Line/agent tie-ups and Cross-trading

**SEZ GENERAL TRADING L.L.C. Dubai (2016- PRESENT)****MARKETING, LOGISTICS & HR MANAGEMENT*** Apart from the logistics and sales job, I have to make sure, all legal documentations of existing working employees are up to date according to the labour laws, and keep co-ordination with the PR Department with regards to updating and/or issuing Emirates IDs, employment Visas/Labour Card/permits and medical and vehicle insurances. Also to prepare daily reports for the employees to be submitted to the Manager/Director.
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**PROFESSIONAL CERTIFICATION**

* ***Certified Trade and Logistics Professional (CTLP)***

Successfully completed and passed the Certified Trade and Logistics Professional (CTLP), a comprehensive training programme that covers the end-to-end process of import, export and Trade in the UAE and the region. It is a hands-on programme designed to give in-depth understanding of the full business concepts and procedures related to all stakeholders involved in the trade supply chain, accredited by the Knowledge and Human Development Authority (KHDA), and is endorsed by The Chartered Institute of Logistics & Transport – International. Passed the exam with 84% with certification.

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| * ***Certified MS DOS, Microsoft Windows and Microsoft Office expert, studied at Sharjah Rolla Institute, in the year 2006***.
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| **LANGUAGE PROFICIENCY** | **KEY INTERESTS**  |
| * English – Fluent in Reading Writing and Speaking
* Arabic - Read and write Fluently
* Urdu – Speak and Read Fluently
* Hindi – Speak and Read Fluently

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 | * Reading and Writing
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| * Internet Research (in any field of Interest)
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| * Opinion Writing in the Print and Electronic Media
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| * Desktop/Laptop Hardware and Software troubleshooting
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**DISCLOSURE: THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE** |