

**CURRICULAM VITAE**

**OBJECTIVE**

“To gain hands on experience utilizing my Admin skills /practices and commitment to perform quality work in a progressive organization that has the need for Admin professional and offer opportunities for advancement to mutually gain creative solutions, conductive to organizational competiveness.”

**EDUCATION:**

Bachelors in Business Administration ( 2008 )

HSSC Intermediate in Commerce ( 2003 )

**WORK EXPERIENCE:**

**Dubai, UAE**

Worked as Import Coordinator / HR Assistant & PRO 2008 – 2019 ( 11 years )

As Import Co-ordinator

* Coordinated with clients for shipping documents and proofread them for mistakes
* Coordination with shipping lines regarding shipments ETA, Payment Invoices, Freetime validity and other requirements.
* Follow up with our Finance department for releasing of Import documents from Banks.
* Organized and prepared data for all necessary import shipments
* Follow up with Accounts department for all payments required for Shipping, Customs Clearance and DP.
* Cleared customs, prepared monthly reporting of operations.
* Follow up with Transporter to bring the containers to our facility.
* Follow up with Transporter for billings.
* Making all bills summary and submit to Accounts department monthly.
* Maintaining record of all shipments cleared and Tracking the shipments on the way.
* Also done the Industrial Duty Exemption from Ministry of Energy & Industries to exempt customs duty.
* Maintaining HS Codes requirements for Duty Exemptions.
* In addition arrange quotations of Freight rates for Export from different freight forwarders and send it to management for approvals.
* After management approval follow up with freight forwarder for transportation, BL and Export Declaration. Collect their invoices and forward it to our accounts for necessary payment procedures.

As Logistics Coordinator

* Create and implement best logistics principles and policies across the organization to improve operational performance
* Ensure compliance with company policies and procedures for product transit or delivery.
* Ensure the quality, quantity, delivery time, transport costs as per company requirement.
* Maintain the stock inventory levels on daily basis as per stock movement.
* Give requisitions in advance to procurement department for required stocks on consumption and availability of existing stock levels.
* Checking, receiving the new material and preparing GRN ( Goods Receiving Note ) against it for accounts department to arrange vendor payments.
* Monitoring the performance of entire fleet, routing and scheduling planning.
* Preparing material issue receipts while issuing material to Production Department.
* Finalizing the delivery schedule after receiving the finished goods from Production department for different customers.

As PRO:

* Arrange necessary documents for New Visas, Renewals and Cancellations for our JAFZA office.
* Processing the visa applications through Dubai Trade portal and follow up Jafza admin.
* Maintaining the Jafza portal and Cash Guarantee account for new visas.
* Follow up for new visa holder arrivals and their Medical, Emirates ID & Residence stamping Procedures.
* Follow up for the cancelled employees and submit their Exit paper to Jafza admin for returning of guarantee back to our account.
* Follow up with DNRD in case of any blacklist case.

As HR Assistant:

* Making sure that all employee records are accurate and well maintained.
* Ensure the requirements are complete for new employee living in company accommodation.
* Preparing and issuing employment contracts to new employees.
* Finalising paperwork for when a member of staff leaves employment.
* Setting up and maintaining a employee’s personnel files.
* Updating both manual and electronic personnel records when a employees personal details change.
* Managing a employees sickness records and paperwork.

**PROFILE:**

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| Name | Sohail |
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| D.O.B. | 09-Oct-1985 |
|  |  |
| Gender | Male |
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| Status | Visit Visa |
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