CURRICULUM VITAE

**Objective:**

Seeking a job for long term opportunity, where my professional experience, qualifications and skills would be helpful to the growth of my employer and myself.

Experience Highlights:

* Vast professional experience in the field of Customs Clearance, Logistics & Administrative Assistant.
* Experienced in all customs clearance works and Chamber associated works.
* Effective oral and written communication skills.
* Type and draft Arabic & English documents.
* Proficiency in popular computer packages of Windows & MS Office and Internet.
* Self motivated with the ability to coordinate daily office functions.

**Educational Qualifications:**

* Post Graduate in English Literature from Madurai Kamaraj University, India.
* Bachelor Degree in English Literature Under Calicut University
* Plus Two ( Kerala Govt. Education Board)
* S.S.L.C ( Kerala Govt. Education Board)

**Certification:**

* Certified in Modern Arabic & Translation from Arab Net, Calicut, Kerala.

**Computer Skills:**

* Familiar with Ms Office.
* Good Interaction with Internet and Email.
* Type writing in English and Arabic.

**Professional Experience:**

**Customs Clearance Clerk (From 15-10-2010 to 1-11-2011)**

**Al Shabahana Customs Clearance Co. Abu Dhabi Customs post.**

* Work as part of the team and reports to the Customs Manager.
* Typing and preparing the Customs Forms & Labels.
* Arrange and follow up Customs inspections.
* Liaise with officials in various agencies to ensure goods are cleared through Customs.
* Prepare the Customs accounts.
* Issue cash and debit invoices to customers.
* Preparing daily cash report.
* Closing monthly account.
* Involved in calculating and processing fees to be paid.
* Liaising with customers.
* Allocating the correct license depending on type of goods being imported.

**Customs Clearance Coordinator( From 2-11-2011 to present)**

**Al Shabhana Clearing & Forwarding- Dubai.**

* Responsible to perform inventory control of inbound and outbound shipments, present reports and hold statistical information.
* Responsible to coordinate with clients to resolve any issues and present analytical explanation.
* Responsible to arrange the documents from the companies like MSDS, FIRS etc.
* Experienced about the procedure of Customs Department (especially Abu Dhabi Customs).
* Experienced with the procedure of Chamber of Commerce like Legalization process & knowledge about the Certificate of Origin process.
* Familiar with shipping document like Invoice, Packing List & Certificate of Origin.
* Coordination with Clearing Agents in all the borders of U A E as well as the Agents in all GCC Countries.
* Vast knowledge about the Logistics, procurement field .
* Arrange the Trucks for the company & reviews the rates of the trucks.

**Administrative Assistant:**

**AL- Shabhana Clearing & Forwarding- Dubai (2-11-2011 to Present)**

* Handling day to day office activities.
* E-mail coordination – replying and taking necessary steps towards.
* Preparing Quotations and letters.
* Maintain company’s file.
* Fax and Lamination works.
* Assist entire office administration works with admin manager.
* Maintaining files and records of companies those who dealing with us.
* Receive Telephone calls and visitors and replying.

**Linguistic Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | Writing | Reading | Speaking |
| Arabic | Yes | Yes | Yes |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Malayalam | Yes | Yes | Yes |
| Urdu | No | Yes | Yes |

**Personal Details:**

Nationality : Indian

Date of Birth : 26-04-1987

Gender : Male

Marital Status: Married

**First Name of Application CV No:** **464220**

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