Muzammil

Muzammil.301877@2freemail.com

Trade Finance Professional

PERSONAL SUMMARY

**E**xperienced in trade finance with excellent knowledge and ‘Certificate for Documentary Credit Specialists’ (CDCS) professional able to build strong relationships both within and outside of department. Possessing strong financial documentary and reporting skills with rigorously ensuring that all statutory and corporate obligations are met. Principles of Finance and accountancy, CDCS and experience along with that of computer applications like Oracle, Microsoft Dynamics GP, Tally and M S Office Suite would help me to effectively performing my duties.

Now looking for a ***Trade Finance Position*** one which will make best use of my existing skills and experience contribute to the company's growth, in turn ensuring personal growth.

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|  |  PROFESSIONAL |   | PERSONAL |
|  Strong analytical & numerical skill |  |  Passionate about Trade Finance |
|  Dealing with international clients  |  |  Effective communication skills |
|  Familiarity with software and programs |  |  Working as part of a tight team |
|  Forex & treasury function know how |  |  Creating a relaxed atmosphere |
|  Sound understanding of banking |  |  Taking on extra responsibility |
|  Superb organisational abilities |  |  Punctual & always on time |
|  Customer Information systems |  |  Good at making decisions |
|  Report writing capabilities |  |  Superb time management |

CAREER HISTORY

***Elekta Gulf : Dubai - UAE***

Trade Finance Officer (Aug 2014 - Present)

***SGS LLC: Dubai - UAE***

Accountant & Trade Finance Assistant (May 2013-Mar 2014)

***Abdul Wahab Galadari Trading: Dubai - UAE***

Assistant Account (Feb 2011-Mar 2013)

***Sigma Leather India Ltd.***

General Accountant (Dec 2007 - Dec 2010)

AREAS OF EXPERTISE

*Letter Of Credit Bill of Lading Export Documentation BRS*

*Telegraphic Transfer Advance Payment Import Documentation Treasury Analyst*

*UCP 600 Tracking Shipments Export LC Negotiation Credit Limits*

*ISBP 745 Tracking Documents Examining of documents Vendor Reconciliation*

*Incoterms 2010 Shipping Guarantee External Audit Support Forecasting of Funds*

*URR 725 Files & Archiving Swift Code Executive Support*

***Duties and Responsibilities:-***

* Managing day to day task in Trade Finance Operations.
* Checking and authorizing all import and export documentation such as letters of credit, shipping guarantees, and import/export bills.
* Checking of SWIFT messages received from the banks.
* Checking of Documents and Discrepancy Advice received from the banks.
* Preparing of LC applications for opening new LC.
* Follow up with banks for LC’s, Amendments and documents.
* Follow up with supplier and shipping company for documents.
* Providing instruction to shipping company and supplier to prepare documents as per the requirements in the LC.
* Preparing Murabaha application and provide instruction to bank on Murabaha Financing for documents under LC, Collections and open trade.
* Settlements of Import Bills under Local Currency and Foreign Currency.
* Settlement of bills under LATR.
* Generating letters of credit, guarantees, Insurance and other financial documentation suppliers may need to initiate and complete international purchase deals.
* Managing the above process efficiently and accurately, in accordance with the applicable procedures, rules and Policies, and operational instructions laid down by the Managing Direction.
* Monitoring payment due date and control the Letter of Credit financed.
* Reporting on financing and international commerce facilities available with banks.
* Conducting regular business reviews of trade finance performance.
* Advisory to internal purchase team regarding standard procedure of import/export trade finance and ICC rules.
* Follow-up reports and observations of the internal and external audit to correct the mistakes.
* Preparing and checking of Telegraphic Transfer request for suppliers.
* Booking forex deals with the banks for foreign currencies.
* Assisting the logistic team for control of documents which are submitted to banks under letter of credit and collection.
* Protect organization's value by keeping information confidential.

ACADEMIC QUALIFICATIONS

KEY SKILLS

*Numerate*

*Investigative*

*Attention to detail*

*Influencing skills*

*Self-motivated*

*Team player*

***Master Degree: Master of Business Administration***

IGNOU University, India (2009 – 2012)

***Bachelor Degree: Bachelor of Commerce***

Thiruvalluvar University, India (2003 – 2006)

PROFESSIONAL QUALIFICATIONS

***CDCS: Certificate for Documentary Credit Specialists***

PERSONAL DETAILS

COMPUTER SKILLS

*M S Office Suite*

*Microsoft Dynamic GP*

*Tally ERP*

*E-mail Applications*

*Oracle*

*Database App*

Gender : Male

Marital Status : Married

DOB : 12/05 /1986

Nationality : Indian

Religion : Islam

Visa : Free Zone

Languages : English, Hindi and Arabic

REFERENCES – Available on request.

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

(s /d)