

Curriculum Vitae



SHABEER

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Objective:

A growth oriented in a reputed company with an opportunity to work on challenging assignments and provide optimum out put of my service to the organization. Demonstrates good communication skills and ability to establish rapport with clients. A self-motivated innovator with a record of success in trouble shooting and problem resolution. Leads by example and establishes a professional work environment based on respect.

Academic:

S.S.L.C (Board of Public Exam, Govt. of Kerala. India)
B.A (Under Calicut University, Kerala, India)

Computer Hands-on:

Operating System	: MS-Dos 6.22, Windows
Networking	: Workstation and Server.
Office Packages	: MS-Office

Work Experiences:

- **Shuaa Al Madina Stationery – Dubai, From January 2017 to till now**
- **Caparo Middle East.Jebel Ali Free Zone –Dubai, from August 2010 to October 2016.**
(PRO cum Administrative Coordinator)
- **Marmi Group FZCO. Dubai Airport Free Zone -Dubai, from May 2009 to at August 2010.**
(Public Relation Officer)
- **Gulf Lubricants. Jebel Ali Free Zone. -Jebel Ali, from April 2007 to May 2009.**
(Public Relation Officer)
- **Obaid & Abuseedo Trading Company, Dubai - October 2001 to March 2007**
(Assistant PRO)

Duties & Responsibilities:

- Through knowledge of handling Entry employment and visit visa processing formalities in **DAFZA, JAFZA** and **RAK Trade Free Zone**.
- Tracking all latest port, customs & visa laws and regulation,
- Well versed with Dubai customs e-clearance system (**Mirsal 2**),
- Maintain accurate records on employee data, visa, Labour cards, passports validity, etc...,
- Preparing documents for Import & Export shipments.
- Customs clearing & forwarding (import & Export),
- Helping dispatches from the warehouse and receipt of incoming goods,
- Prepare documents and submission of visit visa application in various Embassies and consulates in U.A.E.
- Arranging to maintain all office equipments and machinery like Faxes, Computer systems EPABX, LAN Network, Pantry etc,
- Familiar with all online process (Dubai trade, Dubai chamber etc.,)
- Coordinating Visa, Hotel and Transportation of all overseas visitors,
- Renewal of licenses, certification in Dubai & Jebel Ali Gov. Authorities,
- Dealing with shipping companies for the documentation and processing of shipments.
- Conducting and coordinating survey for damaged shipments.
- Sea port documents clearings.
- Issuances of PO's to the supplier and follow up on deliveries and invoices
- Raising invoice to the customer, follow up on receivables
- Filing of Payables and Receivables to the common shared folder
- Drafting Letters, Scheduling and attending meeting.
- Organizing travel and accommodation for staff or customers and other external contacts
- Arranging In-house and External events
- Good knowledge of handling documents related to Banks.

Other Strength:

Familiar with all U.A.E Roads and excellent driving track record.

Personal Details:

Date of Birth	: 08 th May 1979
Nationality	: Indian
Religion	: Islam
Marital Status	: Married
Passport No	: G 2206154
Visa Status	: Employment Visa Transferable
Language Known	: English, Arabic, Hindi & Malayalam

Driving License : **Holder of U.A.E License** (Since 31/12/2002)

Place : Dubai

Sincerely yours,

Shabeer E.A
Applicant