

**Hossein Caraballo**

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Career Objective	To find a corporate position in the procurement, logistics and administration fields to meet my competencies, capabilities, skills, education and experience.
Educational Qualification and Certification Courses	Degrees BSc. in Computer Systems Engineering From Sharjah College Sharjah, United Arab Emirates Graduated in: Spring 2004 Courses Finished Microsoft Certified Application Developer (2008)
Employment History	Company Name Global Petro Tech FZCO Duration August 2012- March 2021 (8 years, 7 months) Position Administration Coordinator, Procurement Coordinator, Public Relations Officer Functions and Responsibilities As procurement coordinator, responsible for the purchase of required spare parts for the organization's relevant oilfield activities; coordinating with logistics companies to facilitate the import and export formalities related to such items. As administration coordinator, responsible for being the liaison between the organization and visa-issuing agencies for the application of visas for staff working on our oilfield platforms. As public relation officer, handling the interaction of our company with DAFZA.

Experience Details

1. Purchasing of the required spare parts for the organization's oilfield activities from suppliers and negotiating all relevant pricing and documentation issues.
2. Coordination with logistics companies and customs authorities for the purpose of gaining appropriate entry and exit for the goods coming under company's name.
3. Planned and monitored the storage, delivery and dispatch of orders and ensured all invoices were approved in a timely manner.
4. Functioned as liaison for visa issuing for our contractors working on company's oilfield platforms.
5. Obtaining required information from the various sections of the DAFZ Authority and reporting these back to the Managers as and when required.

Company Name

Sharan Energy FZE

Duration

July 2008- July 2012 (4 years, 1 month)

Position

Administration Officer, Customs Clearance Officer, Public Relations Officer

Functions and Responsibilities

Responsible for carrying out all of the organization's work related to the administration of company files and the payment of daily expenses, import and export of cargo goods, day-to-day transfers effected from our bank accounts, and the interaction of our company with DAFZA and other Dubai governmental agencies.

Experience Details

1. Coordination with our banks for settling the amounts owed to us by our customers under the terms of our L/Cs, as well as submission and follow-up of direct payments and transfer requests.
2. Coordination with forwarder companies, DNATA, and Dubai Customs for the purpose of gaining appropriate entry and exit for the goods coming under company's name.
3. Collection and submittal of necessary documents, and when necessary, arranged for the issuing of such documents related to the L/Cs our company had for their various projects.

	<p>4. Arranging for the issuance of and renewal of residency visas of new employees in our company, in coordination with the appropriate DAFZA officials and when necessary other government offices (such as Ministry of Labor, Immigration Office).</p>
Personal Skills	<ul style="list-style-type: none"> • Focused and motivated towards achieving set goals and willing to take new challenges • Self-confident • Reliable • Trustworthy • Excellent in English language, intermediate knowledge of Spanish, some Knowledge of Classical Arabic.
Personal Details	<p>Gender: Male</p> <p>Nationality: Iranian</p> <p>Date of Birth: 11 March 1982</p> <p>Visa Status: Sponsored Visa</p> <p>Home Telephone No.: 06-5289907</p> <p>Hobbies: Reading books, writing articles</p>