



BENOY VARGHESE

Mob. 050-6627331

Email : benoyvarghese75@gmail.com

CURRICULAM VITAE

Job Profile

- Worked for Government of Sharjah as a **Customs Clearance Clerk** in Cargo Customs. (From April 2011 to November 2021),
- Worked for Bader Al Hussaini and Sons Trading and Contracting Co., Al Khobar, KSA as a Secretary (From October 2009 to February 2011)
- Worked for Farook International Stationery, Dubai as an Admin Assistant. (From April 2009 to September 2009)
- Worked for Gebbs Infotech Limited, Mumbai, India as a Process Associates. (From April 2006 to May 2008)
- Worked for The Professional Couriers, Mumbai, India as an E.D.P Incharge (Computer Department). From November 2003 to March 2006)

Responsibilities:-

- Check the documents and collecting fees and customs duties from the consignees.
- Responsible for day to day administration activities.
- Incharge of all data entry, data processing, payment posting and Record management.
- Making Bill of Entry based on the Customs rules and regulations.
- Responding promptly to customer inquiries and phone calls.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Account management using Tally & Excel.
- Making local & import purchase orders using UNIX system.
- Complaint handling and training.
- Co-ordinate training and development of expertise for team.
- Preparing employees salary, annual leave.
- Controlling and maintaining the system and network.

EDUCATIONAL PERSUIT :

General :

- Bachelor of Arts in Economics (Kerala University) (1994-1997).
- Master of Arts in Economics Course Completed (M.G University) (1999-2001).

Technical :

- Post Graduate Diploma in Computer Applications (IHRD) 2002-2003
- Computer Linked Secretarial Practice & Office Management 1997-1998
- Diploma in Airline & Travel Agency Management with EBT Course.
IATS (IATA Authorized Institution) Kerala, India 2008 Jun – 2008 Nov.

PERSONAL INFORMATION :

Name	:	BENOY VARGHESE
Age & D.O.B.	:	46 Yrs., 11-10-1975
Sex & Marital Status	:	Male, Married
Nationality	:	Indian
Driving License	:	Valid UAE Driving License
Languages Known	:	English, Malayalam and Hindi.
Email	:	benoyvarghese75@gmail.com
Mob. Contact	:	050-6627331
Visa Status	:	Yes
References	:	Will be provided on request.

DECLARATION

If given an opportunity to serve under your good selves I, assure you sir, that I will discharge my duties sincerely, honestly and to the entire satisfaction of all my superiors.

Yours sincerely,

Place: Sharjah
Date:

[BENOY VARGHESE]