Objective

**Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.**

Work Experience

* Working as **Administrative Coordinator in The real Estate Investment Public Corporation, Ajman since 21st March 2015.**
* Prepare, format, edit and produce documents such as draft contract, purchase agreement, and No Objection Certificate
* Assist Sales in preparation of complete contract for buyer execution.
* Input all necessary information into client database and transaction management systems.
* Assist with the preparation, tracking, filing, and coordination of legal documents.
* To perform administration/coordination for Specialty sales / Marketing
* Provide the info to customers about the current projects via e-mail and telephone.
* Assist clients in transferring the properties to third parties name.
* Arrange the visitor’s pass to perspective clients for viewing the project progress and apartments.
* Coordinate with executives, managers, other employees and customers mainly to assist with information exchange, problems and requests.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Working as **Customs documentation cum Customer Service Executive** **in Aramex International, Aiport Road, Deira, Dubai from 24th February 2013 to 19th March 2015.**
* Responding to customers via phone or e-mail and scheduling deliveries.
* Co-ordinate with HUB ops by Providing necessary documents and information for inbound customs clearance.
* Calculate the duty amount, categorize them according to the action required and needed update required information in existing problem queue.
* Coordinate with clients regarding freight clearance instruction, type of Bill Of Entry and prepare documentation for customs clearance.
* Getting customs duty confirmation from clients.
* Coordinate with Transport Department for delivery of shipments/proof of delivery.
* Customer follow-up.
* Investigate on undelivered shipments, study the undelivered reason and solve it by communicating with origin.
* Monitor and arrange the delivery of pre-alerted shipments on priority basis.
* Coordinate with the origin station / Customer support for any discrepancy on shipping documents.
* Assign the cases to concerned branches.
* Resolve issues regarding shipment shortage/ damage/ claims.
* Worked as **Accountant** in **M/s Accounts (Accounts Contractors),Cochin – Kerala From 26th April 2012 - 16th April 2013.**
* Control over all Accounting and Financial matters.
* Handling and maintaining Accounts up to Finalization.
* Preparation of year ending Schedules and Accounts for Audit.
* Reconciliation of - Bank, H.O, Branches, Debtors, Creditors and Stock.
* All kinds of Bank Transactions.
* Maintaining Purchase & Sales including Stock Register.
* Maintaining Payroll.

Educational Qualification

* Pursuing **MBA** in Finance under Sikkim Manipal University.
* **B.Com** (Bachelor of Commerce from Kannur University in the year 2012).
* Higher Secondary Education (Under Board of Higher secondary Education, Kerala).
* SSLC from Board of Public Examinations, Kerala in the year 2007.

Computer / Technical Knowledge

* Advance Knowledge in MS office (Word, Excel, Power Point, and Outlook).
* Computerized financial Accounting programme (all version of tally).
* Aware of components of personal computer.
* Basic knowledge in SQL & Visual Basic.

Key Strength

* Hardworking, sincere and pleasing personality
* Easily adaptable to any environment
* Potentiality to take up the initiative and responsibilities of a task and achieve the desired goal.
* Highly determined and result-oriented in approach.
* Have good grasping power and quick learning skill.
* Have a pleasing behavior and able to deal with people effectively.
* Physically well built with good mind power.

Personal Details

Sex : Male

Marital Status : Single

Religion : Islam

Languages Known : English, Hindi and Malayalam

Passport number : K6232505

Permanent Address : Kanjiyil House, Trikaripur, Kasaragod, Kerala

Declaration

**I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.**



**Place: Ajman Muhammad Nafeel.K.V.P**