



shaikmohemed31@gmail.com



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DIP-1, Dubai.

Date of Birth: 31 Mar 1997

Nationality: Indian

Marital Status: Married

LANGUAGES

English

Hindi

Tamil

Malayalam

VISA STATUS

Employment Visa

SHAIK MOHEMED ZULFIKAR ALI. R

OBJECTIVE:

To be part of a reputed organization that provides a great platform to enhance my skills, thereby contributing to the growth and development of the company.

EXPIENCES:

REDINGTON GULF FZE

Logistic Coordinator/Document controller.

Jebali Free Zone, Dubai, UAE. Aug-2022 to Aug-2024.

- Processing Bill of Entry for customs documentation in E-Mirsal 2 in the Dubai Trade web portal.
- Knowledge of Exit submission to Dubai Customs.
- Expert in passing Attestation of Import invoices to UAE by MOFAIC.
- Organizing COO & Export shipment statutory inspections.
- Sorting, filing and delivering all department paperwork as appropriate.
- Prepare documents for Dubai Trade submission.
- Arranging Customs clearance – BOE - and documentation
- File for claim online as and when the Exit-Entry documents are stamped.
- Executing Gate Pass, Local Gate Pass and PCFC personal Gate Pass.
- Executing Prof of Delivery & Cargo Collection Report preparation.
- Follow the logistics documentation team.
- Monitoring the Inbound/Outbound status and operation documents.
- Scanning and saving of all the cargo dispatching documents in the company folder.
- Ensure accurate and timely data entry into our operating system.
- Provides Weekly & Monthly Status Reports sent to the Manager.
- File documents in physical and digital records.

DISIGN SCOPE INTERIOR TECHNICAL SERVICES LLC

Assistance Accountant and Data Entry Operator.

Ajman, UAE.

- Stock Management.
- Store Arrangement.
- Petty Cash Handling.
- Sales Reports.
- Workers Attendance and Overtime handling.
- Salary Organizing.
- Excel and Word Preparation.

TECHNICAL SKILLS

- MS Office
(Word, Excel, PowerPoint)
(VLOOKUP, PIVOT TABLE,
COUNTIFS & TEXT
FUNCTION FORMULAS)
- Adobe Photoshop
- Proficient Typing
- Administrative Support
- Time Management
- Database Management

DATAMATICS GLOBAL SERVICES LIMITED

OFFICE ADMIN & DATA ENTRY Executive
Pondicherry, INDIA. **Sep-2019 to Oct-2021.**

RESPONSIBILITIES:

- Providing operational and administrative support to the company like helping in making reports, employee files etc.
- Fax, scan and copy documents. Keep office area clean and tidy.
- Handling petty cash.
- Interpreting data and analyzing results. Obtaining approvals for medical procedures.
- Preparing and sorting documents for data entry and Insurance Portals & e-claims.
- Responsible for all the types of documents designing charts works in MS Office.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Answer and direct phone calls.
- Act as the point of contact for internal and external clients.
- Maintain contact list, cold calling to clients, and set up meetings.

EDUCATION:

Bachelor of Business Administration (BBA) in Achariya Arts and Science College Pondicherry (Affiliated with Pondicherry University) from 2016 to 2019.

ADDITIONAL COURSE:

- Certificate Course in Computer Application (CCA) at TCIL, Pondicherry.
- Diploma in Desktop Publishing (DDTP) at TCIL, Pondicherry.
- Certificate Course in Call Center at TCIL, Pondicherry.
- Certificate Course in Financial Accounting with Tally (CCFAT) at TCIL, Pondicherry.