



## MUBASHIR SYED

YOUNG JOB ASPIRANT

### EXPERIENCE

#### IMPORT (BY SEA) & EXPORT (BY LAND)

#### DOCUMENTATION EXECUTIVE (MIDEAST METALS FZCO)

JULY 2021--PRESENT

- Manages Import (SEA) & Export (LAND) Shipments documentation.
- Good knowledge about JAFZA rules , SAP knowledge.
- Experience in Import DO release and clear damage containers.
- Manage process of taking approval of Certificate of Origin (COO) from Dubai Chamber of Commerce (DCC).
- Attest Invoices in (MOFAIC). Well versed with the use of Dubai Trade (LGP, CGP, BOE).
- Prepare Customs Documents (CI, PL DA & HS code Sheet).
- Ensured timely material supplies using Inventory control and standardized office ordering procedures.
- Prepare Exports documents of both Land & Sea exports including Bill of Lading (BL) with proper instruction.

### OBJECTIVE

Motivated graduate seeks opportunity in a learning-oriented professional work environment.

### ABOUT ME

Individual with personable and spirited personality towards customers and vendors. Efficient and quick learner with experience in logistics.

### CONTACT

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JLT Dubai

### LANGUAGES

ENGLISH  
URDU/HINDI

### CERTIFICATIONS

SIRA CERTIFICATION (CCTIV)  
DRIVER'S LICENSE

#### CCTV OPERATOR (BLACKHORSE SECURITY)

OCTOBER 2018-JUNE 2021

- Monitored premises with the use of CCTV.
- Took charge of the correct functioning of CCTV system
- Liaised with security staff and police as required.

### EDUCATION

#### BACHELOR OF COMMERCE

KARACHI UNIVERSITY, KARACHI PAKISTAN  
2016-2018

#### INTERMEDIATE

D.J. COLLEGE KARACHI  
2013-2015

### KEY SKILLS AND CHARACTERISTICS

Operations Management  
Inventory Management  
Flexible and Quick Learner  
Team Player

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