



Sulfittha H

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Dubai, UAE 46269

Skills

- Dubai Trade, Dubai Chamber Of Commerce
- PCFC Portal
- Customs Compliance
- File And Records Management
- Python (Django), Web Design, Android Developer, My SQL
- Linus, Troubleshooting, HTML, OOP
- Export Documentation & Import Management
- MOFA Services
- JAZFA Services
- Analytical Skills & Communication Skills
- Problem Solving, Technical Support
- MS Office

Professional Summary

Experienced document controller (Import & Export) and administrator assistant with 2 years of experience in the UAE. Product procurement, document control, order management, human relationships, office administration, sales, customer service, and office management. Skilled at developing efficient systems, answering phones, managing calendars, and providing administrative support.

Experienced IT support with 7 months of experience at a technology-based company in India.

Hands-on Experience with Passing of Various Customs Declarations in Dubai Trade, Applying of Certificates of Origin in Dubai Chamber of Commerce, Providing Person Passes & Material Passes from the PCFC Portal, and Attestation of Invoices from MOFAIC.

Hand-on technical skills: Python (Django), web developer, web design, HTML, C++, troubleshooting, problem solving, OOPS concept, Linux, MS Office.

Visa: Husband Visa

Work History

02/2023 - 12/2023

Document Controller (Import & Export)
Himalaya Steel Group, Dubai, UAE

- Preparation of pro forma invoices as per Customer requirements & Custom Documents essential to carry out the shipment from Jebel Ali to the Local Market
- Communicating effectively with internal teams, suppliers, and freight forwarders to obtain required documentation
- Coordinating with external agencies and government authorities to ensure timely approvals and permits
- Maintaining organized and up-to-date records of all export and import documentation
- Preparation of Export Documents and Manage Export of Steel Materials; arrangement of Logistics necessary to ship the materials from UAE to GCC countries like Oman, Bahrain, Saudi Arabia, and Kuwait
- Experience in FREEZONE clearance and clearing formalities
- Hands-on Experience with Passing of Various Customs declaration in Dubai Trade, Applying of Certificates of Origin in Dubai Chamber of Commerce, Providing Person

- passes & Material passes from PCFC portal, Attestation of Invoices from MOFA
- Preparing and reviewing of shipping documents, including commercial invoices, packing lists, and bills of lading
 - Ensuring compliance with international trade regulations and customs requirements
 - Coordination of Import of steel materials from India, China, Japan, Taiwan, Brazil, etc
 - And handling the import process
 - (Documentation, Vessel Data, DO, DD & arranging of trucks)
 - Coordinating with various departments to gather necessary information for accurate documentation
 - Generating reports and summaries as needed for management and regulatory purposes
 - Proactively identifying and resolving documentation discrepancies or issues to prevent delays in shipments
 - Negotiating rates and contracts with transportation and logistics providers
 - Responsible in issuing in and out free zone pass required by client using Dubai trade system
 - Communicate clients thru emails and calls
 - Performs filing of documents
 - Scanned, filed and transmitted various documents and adhered to digital filing procedures.
 - Maintained document archive and file server of approved documents and drawings to provide easy traceability and retrievability.
 - Maintained accurate records of all project-related documents, facilitating quick retrieval when needed.

07/2021 - 01/2023

Administrative Assistant

Ahalia Group of Companies, Abu Dhabi, UAE

- Preparing, organizing and storing information in paper and digital form
- Performed administrative functions such as data entry, Filing, and customer service
- Successfully managed the day-to-day operations of a busy office, including organizing and coordinating meetings, Filing, and other administrative duties
- Maintained accurate records for all office activities and transactions
- Assisted with the preparation and distribution of meeting materials and documents
- Handling Petty cash & Daily Reconciliation
- Developed and implemented efficient filing systems for documents and records
- Organized and maintained detailed records of all financial transactions
- Knowledge in ERP System

12/2020 - 06/2021

IT Support

Eatiko Technologies Private Limited, Kerala, India

- To maintain and manage IT System
- Provided technical support to Customers, responding to inquiries quickly and accurately
- Resolved customer service issues related to software and network connectivity
- Monitored system logs, identified and rectified any technical problems
- Assisted in the development of training materials to ensure users are comfortable with the system
- Handling calls

