



MUBASHIR SYED

YOUNG JOB ASPIRANT

EXPERIENCE

IMPORT (BY SEA) & EXPORT (BY LAND)

DOCUMENTATION EXECUTIVE (MIDEAST METALS FZCO)

JULY2021--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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1501 Bonnington Tower, Clust. J
JLT Dubai

LANGUAGES

ENGLISH
URDU/HINDI

CERTIFICATIONS

SIRA CERTIFICATION (CCTV)
DRIVER'S LICENSE

CCTV OPERATOR (BLACKHORSE SECURITY)

OCTOBER 2018-JUNE2021

- 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