**CURRICULUM VITAE**



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**OVERVIEW**

A highly Motivated Professional with verifiable record of accomplishment Spanning of 22 years in UAE. Highly creative and Solution focused individual. Area of strength includes.

* Export and Import
* Administration, Accounts and Finance
* Secretarial work
* Computer Literate

**CAREER OBJECTIVE**

To acquire a career in a Professional, Progressive, Growth oriented and learning organization for

Personal and Professional growth of self and for achievement of Organizational goals.

**WORK EXPERIENCE : 22 Years in UAE**

1. **Aug 2000 to till date : Al Danube Building Materials Trading Co LLC**

**Dubai – UAE.**

**Post Held : Senior Export Executive/Export Manager**

1. **Mar 1999 to Jun 2000 : Italian Design LLC**

**Interior & Contracting Co Dubai –UAE.**

**Post Held : Secretary cum Accountant**

1. **Apr 1996 to Jul 1998 : Dubai Transport Co (DUTCO)**

**Post Held : Administration Assistant**

**Al Danube Building Materials Trading Co LLC**

***Senior Export Executive/Export Manager***

***Reporting to Finance Manager/ General Manager***

**Employer’s Profile:** Danube Building Materials trading Co is one of the flagship building materials Company in UAE having Branches in Dubai, Abu Dhabi, Sharjah and Al Ain, Muscat, Bahrain, Saudi, Qatar, Kenya, India and China.

**Job Responsibilities**

* Handling of entire Export and Re Export operation of Danube Group.
* Mainly concentrating in letter of credit documentation as per L/C terms and Conditions such as Commercial Invoice, Certificate of Origin, Packing List, Truck Consignment note, Bills of Lading, Bills of Exchange Beneficiary Certificate, Shipment Advice, Insurance Certificate etc.
* Negotiating Export L/C with respective banks in time and doing follow up with Bank Personnel till we receive Payment into out account from the customer.
* In Case of L/C Amendment is required for export L/C, approaching customer for amendment.
* Coordinating with Shipping and forwarding Companies to arrange vessel and container for sea Shipment.
* Coordinating with Customs Authority to obtain Custom Inspection appointment for Export sea shipment.
* Coordinating with Agencies and arranging SGS Inspection, Beuro veritas, contecno, and intertek inspection etc in order to get COC Certificate respective country.
* Export Declaration passing and re submitting to custom Authority and DPA for each FOB Shipment.
* Processing payment for Transporter, Shipping Co. & Clearing agent’s Bills.
* Preparing Export L/C Status Details every week to submit to the finance Manger.
* Processing Export bill Discounting in respective banks and follow up with Bank until we receive credit of the fund into our account.
* **Cash against Document and DA DOC.** Preparation, Negotiating through bank on Collection basis and follow up with bank and Customer till fund credit our Account.
* Processing GCC Certificate from Ministry of Planning and Economy dept. for UAE Origin Product.
* Authorized to Approve all Export Customer Shipment to Logistics Division.
* Authorized to Approve Export Petty Cash expensive bills, Chamber of Customs bills, Custom related bills, DP worlds bills, SGS, Interteck Agencies bills etc.
* On behalf of company attending meeting such as Dubai Chamber of commerce Meeting, Dubai Customs & DP world etc.

**Italian Design LLC Dubai**

**Mar 1999 to Jun 2000**

**Name Of The Organization : Italian Design LLC**

**Interior & Contracting Co Dubai – UAE.**

**Post Held : Secretary cum Accountant**

**Job Responsibilities**

* Providing Secretarial assistance to General Manger.
* Handling Typing work, Screening of telephone calls,visitors fixing appointments and meeting etc.
* Other types of work Such as Filling Incoming &Outgoing fax and other documents.
* Travel arrangement to GM and Employees.
* Coordinating to Sales and purchase procedures.
* Maintaining Personal Records to all staffs and Workers and fulfill their needs such as Leave Arrangement, Loan and advance etc.
* Solving labors’ Dispute and taking necessary actions against them.
* Dealing with Clients and Suppliers.
* Coordinating to recruitment and Conducting Interview.
* Having good Administration Skill in and Self Correspondence.
* Maintaining Daily Petty Cash Book, Cash book, Ledger Posting, Preparing Job costing sheet, follow up of receivables and payables and bank reconciliation etc.

**Dubai Transport Co (DUTCO)**

**Apr 1996 to Jul 1998**

**Name ofThe Organization : Dubai Transport Co (DUTCO)**

**Post Held : Administration Assistant**

**Job Responsibilities**

* Renewal of Employee passport.
* Arranging Visit Visas to UK, India and Other Countries.
* Arranging UAE Employment visa, Visit visa and Transit visa.
* Arranging Work permit from the Labor department.
* Other related labor Department works.
* Arranging recruitment of staff and workers.
* Other types of work at Indian Consulate such as name addition and deletion.

**Oct 1991 to Jan 1996**

**Name Of The Organization : Helping Hands International**

**Bangalore, India.**

**Post Held : Personal Assistant to Director cum Accountant**

**Job Responsibilities**

* Providing Secretarial assistance to Director and Asst. to General Manger.
* Other types of Secretarial assistance such as Handling Typing work, Screening of telephone calls, visitors fixing appointments and meeting etc.
* Recruitment and Conducting interview.
* Travel arrangement to The Director.
* Employee Leave Arrangement.
* Conducting Staff Meeting Every Month.
* Director’s office accounts Maintenance such as Daily Petty Cash Book, Cash book.
* Ledger Posting, Preparing voucher, filling, trail balance etc.

**Jun 1987 to Mar 1991**

**Name Of The Organization : Aravind Trading Company**

**Erode, Tamil Nadu, India.**

**Post Held : Worked as a Typist cum Accountant Assistant**

**Job Responsibilities**

* Handling Typing Works
* Accounts Maintenance such as Daily Sales Book, Purchase Book, Ledger posting
* Store Keeping Bank related work etc.

**EDUCATION**

**Master Degree in Sociology**

**Annamalai University, Tamil Nadu, India**

**TECHNICAL EDUCATION**

Type Writing : English

IT Exposure : Diploma in Application Programming

Brilliant Computer center, Bangalore, India

MS-DOS,WordStar,Lotus1-2-3, dBaseIII CLIPPER.

Project Name : Financial Controlling System in Clipper

Secretarial Computer Course: In Micro Leader, Dubai

: MS-Windows, MS-Word

MS Excel, MS–PowerPoint

**PERSONAL DETAILS**

**Date of birth**        : 20/05/1965

**Gender** : Male

**Nationality** : Indian

**Marital Status** : Married having two children

**Language Known** : English, Hindi, Tamil, Malayalam & kannada

**Others** : Having Valid UAE Driving License

**References** : Can be furnished upon request