



**SYED KASHIF ABBAS**

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## OBJECTIVE

To seek a challenging career in an organization having the environment that encourages continuous learning and provides exposure of new technologies, to achieve professional and personal growth.

## SKILLS

### WORK

MICROSOFT OFFICE



DUBAI TRADE



DUBAI MUNICIPALITY



EMIRATES SKYCARGO



CALOGI



### PERSONAL

COMMUNICATION



ORGANIZATION



TEAM PLAYER



CREATIVITY



SOCIAL



# SYED KASHIF ABBAS

## CUSTOMS CLEARANCE AGENT

### EXPERIENCE

(2018 – present)

### CUSTOMS CLEARANCE AGENT

#### Al Areesh Cargo Clearing & G.L.T

- Checking import/export documentation to determine cargo contents, and classify goods into different fee or tariff groups, using a Harmonized System (HS) Code.
- Submitting documents through the MIRSAL 2 system for Customs (Import, Export and Transit).
- Estimate freight or postal rates, and record shipment cost and weights.
- Making declaration report for Dubai Customs
- Have excellent knowledge in Dubai Trade Services such as MIRSAL 2, Importer code application, Custom Card Application, HS Code request etc.
- Knowledgeable in Dubai Municipality Services such as permit application in all categories (Food, Dangerous Goods, Veterinary, etc).
- Able to make Gate pass using Tareesh from PCFC Security Department.
- Processing DP world Gate Pass and making Payment
- Assist with the customer inquiries

(MARCH 2016 – FEB 2018)

### ASSISTANT ACCOUNTANT

#### CLASSIC NUTRACEUTICAL LABS

- Office Administration
- Accounts
- Filing, Documentation.
- Deals with bank, customs, warehouse for company.
- Keep employee salary record.
- Checking for Office requirements.

### COMPUTER OPERATOR(ACCOUNTS) (FEB 2015-JAN2016)

#### AL MUSTAFA PUBLIC SCHOOL KOHAT

- Make daily entries of students fee and funds into the system.
- Solve the problems of students related to accounts.
- Make weekly and monthly statement of accounts for MD.

## EDUCATION

(2010 – 2014)

### **BACHELOR OF BUSINESS ADMINISTRATION**

**BBA(HONS)**

GOMAL UNIVERSITY DI KHAN PAKISTAN

(2005 - 2007)

### **HIGHER SECONDARY SCHOOL CERTIFICATE**

**PRE ENGINEERING**

AL-ASAR HIGHER SECONDARY SCHOOL KOHAT PAKISTAN

## SKILLS

- COMPUTER LITERATE
- MAINTAINS GOOD COMMUNICATION SKILL
- WITH WARM AND PLEASANT PERSONALITY
- TRAINABLE AND FAST LEARNER
- KNOWLEDGEABLE IN MICROSOFT OFFICE
- ACCURATE IN DOCUMENTATION
- CAN WORK IN SHIFTING SCHEDULES

## REFERENCE

AVAILABLE UPON REQUEST