

FAISAL WAHEED

Dubai, U.A.E/Mob: 050-72 82 160 / faisal.w2012@gmail.com

SUMMARY

Customs Clerk with 4+ years expertise in a fast-paced Organization for Import & Export Internationally . Exceptional understanding of Logistics Management application. Terrific participation record and **interdepartmental** communication.

SEP,2013

U.A.E Enterprises. Logistics (4.5 years)

Processing Bill of Entries via MIRSAL 2 on Dubai trade.(online Web portal from Dubai Govt)

Keeping track of L.C and Marine Insurance.

Processing Bill of Entries Makasa (Re-Export) on Dubai Trade Online portal.Processing Bill of Entries Manual from Khaled port. (Sharjah Customs and other ports).

Following up for ETA & ETD for all shipments (Import / Exports)

Delivery order collection from shipping companies

(Arranging and Negotiating with Freight forwarding companies for Export Shipments.

Submission of E- Declaration Documents in Customs.

Physical Cargo inspection for Export and Imports.

Preparing container guarantee letters.

Applying claims for the Re-exports.(for GCC, Somalia & Far East)

Coordination with Accounts and Finance Department on various issues for e.g. upcoming shipments Exp/ Demurrage and Detention charges, D/o and inspection charges related to Imports/Exports

Coordinating with shipper and Indenter for all issues related to shipments.

Coordination with Warehouse and Dispatch section for INBOUND and OUTBOUND Cargo.

Maintaining the Safety and Security Measures all the time.

keeping the record Stock (Physical Quantity of all products) for auditing purpose.

Accounts Receivables

Posts customer payments by recording cheques.

Posts revenues by verifying and entering transactions of local deposits.

Updates receivables by totaling unpaid invoices.

Maintains records by microfilming invoices.

Verifies validity of account discrepancies by obtaining and investigating

information from sales, trade promotions, customer service departments, and from customers.

Resolves valid or authorized deductions by entering adjusting entries.

Resolves invalid or unauthorized deductions by following pending deductions procedures.

Resolving collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.

Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals

Preparing report for the chief accountant on Daily Basis.

Protects organization's value by keeping information confidential.

Updates job knowledge by participating in educational opportunities.

Accomplishes accounting and organization mission by completing related results as needed.

SEP.2013

U.A.E Enterprises Sales(4.5 years)

Coordinating the sales team by managing schedules, filing important documents and communicating relevant information

Ensuring the adequacy of sales-related equipment or material

Responding to complaints from customers and give after-sales support when requested

Store and sort financial and non-financial data in electronic form and present reports

Handle the processing of all orders with accuracy and timeliness

Inform clients of unforeseen delays or problems

Monitor the team's progress, identify shortcomings and propose improvements

Assist in the preparation and organizing of promotional material or events

Ensure adherence to laws and policies

(location : Dubai Airport road)

Academic Records

B.B.A

Bachelors in Business Management (BBA) in American Liberty University.

H.S.D

American Continental Academy High School Diploma - Economics (A) Math (B) History (A) General Studies (A).

Personal Information

Father's Name : Waheedudin Mohd Din

Nationality : Pakistani

Date of Birth : 5th August 1988

Place of birth : Dubai (U.A.E)

Visa Status : Employment Visa till July 27 2020
Marital Status : Single
Present Address : Sharjah, UAE
Driving License : 1135939/Dubai (Date of issue: 14-01-2007)
Passport no. : BT6178053

Languages ENGLISH :READ/WRITE/SPEAK
URDU/HINDI :READ/WRITE/SPEAK
Arabic :READ/WRITE

Computer skills **MS Office**
Analytics
Computer Hardware Skills
Data visualization
Database Management
Email communication
Enterprise Systems
Marketing automation
Operating systems (Windows)
Proficient with MS Word, Excel,
Social media
Typing Skills (WPM: 70 WPM)
Web

Personal skills Active listening
Communication
Customer service
Leadership
Management skills
Problem-solving
Time management
Transferable skills
Asking questions
Note-taking
Organization
Punctuality

"The information stated above are true to the best of my knowledge and abilities"