

**ABDUL JABBAR**

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CAREER OBJECTIVE

Seeking a challenging opportunity for the post in your esteemed organization that would give me a scope to apply my knowledge with my experience/skills towards the benefits of your organization, and provide me with opportunities, to continuously update my knowledge in tune with the latest trends and be a part of the team, that dynamically works towards the further progress of your organization.

EDUCATIONAL QUALIFICATION

**MBA (Finance)**– Post Graduation

**B.COM** (Bachelor of commerce)

PROFESSIONAL EXPERIENCE IN DUBAI

1. **Organization :** Quick Sea Freight LLC – Deira,Dubai

**Period :** May 2014 to June 2020

**Designation :** Operations Executive cum Accounts Assistant

Quick Sea Freight LLC is a Customs Clearing and Logistics Company based in Dubai.

*Scope of work:- (JOB CREATION – JOB CLOSING)*

MIRSAL II (DUBAI TRADE)& WELL VERSED IN FLAIR SOFTWARE

* Passing Customs Bill of Entry Air freight & Sea freight in dubai trade (import & export)
* Preparing draft Bill of Lading and preparing B/L instructions.
* Arranging for the transportation to deliver the goods directly to the customers.
* Doing Shipshore ship clearance.
* Preparing Customer trade invoices.
* Maintaining ledger accounts of sales.
* Office documentation and handling system applications
* Clearance and Re-export of RO-RO units.
* Prepare Exit format for customs
* Tallying CDR A/C & Credit card statement
* Preparing Gate pass and making DP world payments
* Prepare documents for custom submission
* New custom code creation (Renew business code)
* FIRS knowledge.

Worked as an**Accounts Assistant**in **TETHYS LOGISTICS TRANSPORT LLC, AL QUOZ DUBAI (from Sep 17, 2012 to 10 Jan 2014).**

**Responsibility:**

Corresponding towards daily email related shipment invoices and payments.

* Maintain of manual and computerized accounting upto Finalization, Journal Entries, Ledger Accounts, Trial Balance and Financial statements.
* Creating Import/Export jobs as per shipment details in logistics software.
* Sending Arrival notice to the Customers.
* Interact with the customers regarding invoice related queries.
* Prepare journal entries for all airfreight and sea freight related transactions.
* Maintaining closed job files, checking all receipts and vouchers before final closure of job.
* Maintaining personal files of employees.
* Verification of supplier invoices such as THC, custom Duty, Do charges, gate pass and VCC.
* Handling corporate customer smoothly.
* Following payments from the debtors.
* Monthly Bank Reconciliation Statement.
* Verification of Purchase invoices and Sales invoices.
* Making receipts and payments vouchers.
* Handled petty cash
* Prepare Cheque’s.

PERSONAL DETAILS

Languages known : English, Hindi, Telugu

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