



ABDUL REHMAN

CUSTOMS CLEARANCE EXECUTIVE

Attainment of a challenging position in any organization, which utilizes my talent to their optimum level, appropriately rewards performance and offers continuing opportunities for future advancement and growth. In search of a position which would help me to utilize my skills during my Graduate Studies and offering excellent opportunity to develop my career

WORK EXPERIENCE

CLEARANCE EXECUTIVE

(CURRENTLY WORKING)

MAKHDOOM SERVICE AGENCY

- Passing Imp/Exp Bill of Entries through WeBOC Portal.
- Handling all kinds of Claim/Refund issues regarding duty deposit.
- Maintaining CDR/SG accounts within the stipulated time frame to avoid fines.

SENIOR CLEARING AGENT

(2019 TO 2021)

KAMRAN BROTHERS PVT LTD

- Handling all Custom Clearance issues of international Inbound or Outbound with the coordination of Airport Clearance, customs and customers.
- Two years experience as a team incharge of international outbound Karachi.
- Takes steps to avoid quality control issues.
- Facilitate the shipping of products from one destination to another.

CLEARING AGENT

(2016 TO 2019)

KAMRAN BROTHERS PVT LTD

- Three years working experience as a Team Member in Kamran Brothers Pvt Ltd.
- Communication with destinations and concerned teams to avoid delay issues.
- Scanning, Documents and Data Entry to accomplished the dispatch process.

CONTACT

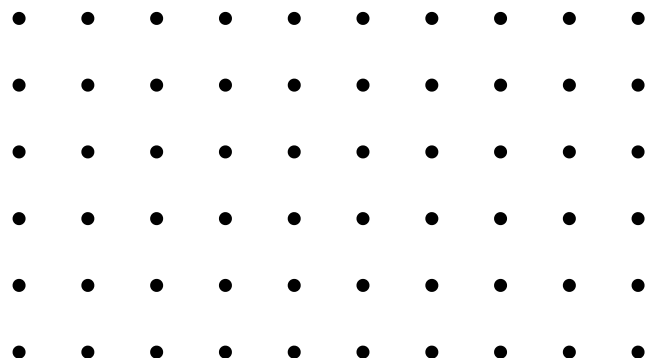
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SKILLS

- Sales
- Communication
- Customer service
- Warehouse management
- Operations
- E-Commerce
- Supply Chain
- Custom Clearance
- Data Analyst
- Dispatching Orders
- Stock Controller
- Problem Solving



DOCUMENT CONTROLLER

(2006 TO 2016)

SALAAM TRADING & CO

- Customs Examination.
- Maintenance of Warehouse Details in accounting books for all goods.
- Visiting Banks for Account reconciliation.
- Cash Receipts & Payments.
- Inventory Controlling.
- Working knowledge of Customized Accounts software.
- After Delivery ensuring accurate billing for timely payment collection.

COUNTER CASHIER

(2005 TO 2006)

HAMDARD MATAB

- To deal with customers, billing and handling of cash.

REFERENCE

- Will be furnish upon request

EDUCATION

2008 - 2010

UNIVERSITY OF KARACHI

Bachelor of Commerce

2006 - 2008

KARACHI BOARD

Intermediate in Commerce

EXPERTISE

- Microsoft Word
- Microsoft Excel
- Data Inventory

