

NAVEEN NAZAR

Operation Executive



MOB: 00974-71093163

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CAREER PROFILE:

Skilled, qualified, and professional with proven track record of maintaining documents as per the established procedures and guidelines of the organization. Seeking for a challenging position as an operation executive/ Documentation Executive import/Export (Document Controller), Logistics Coordinator in a fast-paced organization.

PROFESSIONAL STRENGTHS:

GULF EXPERIENCE: -

Organization: -Laffan Express Co. WLL (Doha, Qatar)

(This Company is a leading Custom clearing forwarding and transportation agent in Doha, Qatar)

Duration: -1st September 2015 to till date. (8 Years)

Designation: -Operation Executive (Custom clearance department - Ocean freight, Air freight & Land freight)

Key Area Handled:

- Receiving documents from clients and proper checking of documents for custom clearance if any discrepancy found on documents informing to customer same day or next day via e-mail
- Documents arrange for type export/import bayan
- Bayan with original documents forwarded to seaport/ airport for clearance
- Arrange transportation for load the container from sea port
- Co-ordination with transporter for loading the containers
- Co-ordination with transporter until reach the container to ramp for inspection and then till reach at site for offload the material
- Co-Ordination with our clearing agents in sea port/Airport for inspection of the goods from customs.
- Co-ordination with shipping line for cargo arrival notice and collection of DO or B/L exchange

- Proper re validation of empty release DO for offload the container to empty yard

Job handled:

- Qatar Chemical Co, Qatar Aluminum Ltd, Rasa Laffan Olefins Ltd and Qatar Petroleum and Dolphin Energy Ltd, Qatar Shell
- Handled Temporary Import shipments by sea – arrange documents for making online request of temporary import
- Forwarded documents to sea port customs for applying manual approval for temporary import
- Arrange bayan for temporary import shipment clearance
- Proper information customer before expiring of temporary import for renew the temporary import
- Proper communication with customer for arranges bank guarantee for temporary import.
- Handled volume of chemical shipment Direct/Indirect deliveries, EPC table form and epc stamped commercial documents and MSDS
- Proper obtaining approval of Direct/Indirect delivery of chemical shipments from Port and Customs
- Proper Co-ordination with port authorities for vessel birthing status, proper arrangement tailors for Direct delivery container loading
- Handled reefer containers and food stuff clearance
- Handled volume of export which required Qatar steel approval and Handled Oil and chemical exports which required prior port approvals.

Organization: - MARWA WATER (Doha, Qatar)

Duration: -October 2012 to 23rd July 2015. (3 Year)

Designation: -ACCOUNTANT

Key Area Handled:

- General accounts (finalization of accounts)
- Preparation of bank reconciliation statement
- Letter of Credit (LC)
- Preparing, Handling and Management of Logistic Document
- Maintaining petty cash
- Physical verification of cash
- Random basis verification of vouchers based on the volume of the transaction
- Maintaining Staff files and records

Academic Qualification:

- Graduation (B.COM) Passed from Calicut University, Kerala in the Year-2011
- 12th Passed from central board of secondary education, Delhi in the Year-2008.
- 10th Passed from central Board of secondary education, Delhi in the Year 2006.

Technical Qualification:

- Diploma in Computer Application from Kerala
- Well versed with MS Office (EXCELL, WORD, POWER POINT, MS ACCESS, Flair software, Focus and Internet, E-mail and DTP.
- Typewriting – English, (Speed: -50 word/min)

Personal Profile:

Father's Name	: Mr. Nazar
Date Of Birth	: 20.08.1988
Present Address	: Doha
Sex	: Male
Marital Status	: Married
Nationality	: Indian
Languages	: Malayalam, English, Hindi, Arabic.
Visa Status	: Work Visa, Transferable
Passport No	: K0386401

Declaration: - I hereby declared that the above furnished details are true in best of my knowledge and belief.

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