

ABID MAZHAR

ADDRESS: 18TH CROSS, KING ABDULLAH

AL-KHOBAR – K.S.A

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CAREER OBJECTIVE

Seeking position as Junior Operations Manager that allows for career advancement through utilization of leadership, administrative and communication skills for the mutual growth and success.

CAREER HISTORY

More than 4 years of enriched experience in the field of OPERATION.

- 1- Working with **Logistics Company** as a **SENIOR OPERATION EXECUTIVE AIR/SEA IMPORT** - since May 2016 till date.
- 2- Worked with **BRITTI PRASHIKSHAN PVT LIMITED. (LAUNCHED BY GOVERNMENT OF INDIA, SKILLED DEVELOPMENT PROGRAMME)** - as a **FIELD OPERATION INCHARGE** since 2014 to 2016.

COMPANY PROFILE.

- ❖ Najmat Daral Zain trading and services est was launched in saudi arabia in the year 2008 in collaboration with their USA partner with a vision to explore the business potential available in the Saudi Arabian market. Najmat Daral Zain comprises of Experienced Industry professionals who excel in providing and to end logistic services. It has very strong agents network throughout the globe and excellent customs clearance facilities to offer extensive services to their clients.

LOGISTICS SERVICES OCEAN AND AIR IMPORT:

- ***FCL, LCL, PROJECTS CARGO, HAZARDOUS, PERISHABLES, GENERAL CARGO, DGR SHIPMENT.***
- ***CUSTOMS CLEARANCE BOTH AIR AND SEA.***
- ***TRASPORTATION.***

DESIGNATION: SENIOR OPERATION EXECUTIVE – IMPORT.

WORK TENURE: 16 MAY 2016 – TILL DATE.

JOB RESPONSIBILITY

- Checking emails of the client regarding the query of the best **Air, Sea and Road Freight** rates.
- Read and understand the packing list provided by the client and pass it to the overseas agent as per the country of origin for the shipment movement and asked for the rates from our overseas agent.
- Once our international agent provides the rate, we check all the rates thoroughly and provide best rate to our client accordingly.
- As soon as the shipment is confirmed by the client, we arrange pick up of the shipment by our agent by providing location of the supplier/shipper.
- Once shipment is picked up, we asked our agent to provide us with the booking details.
- As soon as we get the **MAWB/BOL/TELEX RELEASE/**, we use track and trace procedure to follow up for the tracking and location of the shipment.
- Once shipment is booked our agent pass the **DEBIT NOTE**, at the same time we check the rates mention in the invoice and compare the rates given while confirming the shipment.
- Before submitting the file to accounts department for billing it was our duty to ensure all the documents like **MAWB/BOL, CERTIFICATE OF ORIGIN, COMMERCIAL INVOICE PACKING LISTS AND AGREED RATE EMAILS** from the client and the **DEBIT NOTE** raised by the overseas agent. Arranged all the documents properly and keep inside the file.
- Properly checked cost sheet and ensure all the operation cost are entered and included.
- Follow up with local agent for the clearance documents both at the air and sea port once the shipment is delivered to the consignee for closing the file for billing immediately.
- Follow up regularly for the shipment and coordinate time to time with local and overseas agent as per requirement of the client.
- Update client time to time the location of the shipment whatever update gets from the overseas agent.
- Follow up others mails function as per requirement of the company.

COMPANY PROFILE.

- ❖ **BRITTI PRASHIKSHAN PRIVATE LIMITED** is a non - government institutions conducting programme of **SKILLS DEVELOPMENT PROGRAMME** launched by the government of India for the student by providing training in different field and giving them training certificate to get eligible for the jobs.

DESIGNATION: FIELD OPERATION INCHARGE.

WORK TENURE: 2 YEARS 3 MONTHS (2014 TO 2016).

JOB RESPONSIBILITY

- Checking the overall work assigned to our department and work accordingly.
- Take active part in the meeting for the work assigned by the government to our institutions to discuss how to execute the work and accomplish in the given time.
- Prepare job description of the location assigned to our department and work accordingly.
- Visits the centers and prepare job sheet mentioning the requirement of the centers and the student.
- Ensure proper availability of the resources to the centers and the student provided by the government as per job sheet.
- Check and inspect centers location and ensure it is located within the reach of the student.
- Daily checking of the attendance of number of student attending the classes.
- Take prompt action in case of any kind of shortcomings arising at the centers.
- Recheck again and again and ensure that the requirement of the centers and the student are solved effectively and efficiently.
- Prepare daily report of the work done on daily basis and submit to the LINE MANAGER accordingly.
- Perform others duties related to administrative level as directed by the government, to our institutions and achieve successfully.

- Well versed with the rules and regulation laid by the government and ensure proper follow up as per provided rules and regulation.
- Able to conduct programme with peace and harmony and worked within the code of conduct.
- Active in solving emails and telephonic query.

COMPUTER PROFICIENCY

- Ms-office (Certificate course from Ap-Tech Allahabad.
- Tally ERP basic accounting only like journal, leger and trial balance.
- Excellent command on Ms-excel and Ms-word and Ms Outlook.

EDUCATIONAL AND OTHER QUALIFICATION

- Passed **M.B.A** from Sam Heggin Bottom Agriculture University Allahabad in the year 2014. (2 years degree course)
- Passed **M.COM** from Allahabad University in the year 2012. (2 years degree course)
- Passed **PGDIIB** from Shobhit University in the 2010. (2 years diploma course)
- Passed **B.COM** from Allahabad University in the year 2009. (3 years degree course)
- Passed **senior** secondary from M.I.C in the year 2006.
- Passed **Matriculation** from R.P.S in the year 2004.

LANGUAGE KNOWN

English, Hindi, Urdu and Arabic (beginner)

PERSONAL PROFILE:

- Name: Abid Mazhar
- Date of Birth: 14/11/87.
- Fathers Name: Syed Mazharul Haque.
- Fathers Occupation: Retired Professor University Of Allahabad.
- Mothers Name: Shamim Mazhar
- Mothers Occupation: House Wife.
- Native Place: Allahabad.
- Marital Status: Married.

PASSPORT DETAILS

- Passport Number : L2594747
- Date Of Issue : 27/05/2013
- Date Of Expiry : 26/05/2023
- Iqama Number : 2411454230.

HOBBIES

Playing and watching Cricket, Active in Social Media, and Reading articles.

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief.

Date: 01/01/19

Place: Kingdom Of Saudi Arabia.