

Zeeshan Tanveer

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Objective:

To be able to build knowledge through two-way learning, open paths to inspire and be inspired, collaborate with people in order to bring out innovation and creativity into work and to gain experience and excellence through a professional association with a credible organization and/or project.

Personal Profile:

Highly astute, energetic and team spirited with strong work ethic, able to fill numerous roles. Accurate, precise, and highly ethical in all work-related assignments-able to immediately contribute to corporate goals and objectives. Fast learner with high energy and can exceed expectations regarding documentation have 3 years' experience as an office clerk in government organization Pakistan.

Professional Experience:

- Customs Clearing Documentation (Dubai Customs)
- Responsibilities:
- Import & Export Documentation, Re Export
- Ship Shore Ship
- E Claim
- Custom Card Typing
- Statistical import & Export
- E Gat Pass
- Apply online delivery order
- Coordination with shipping lines or consolidator and verify the arrival of particular shipment
- Through knowledge of submitting claim in E-Mirsal II for refund of duty
- Coordinate with shipping lines or consolidator and verify arrival of particular shipment
- Preparing online declaration in E-Mirsal II through Dubai Trade Dubai Customs • Using E-Mirsal II pay DPA charges online for the cleared document using E-Pay
- Make E-Token for outbound and inbound containers.
- Coordinate with consignee to deliver the FCL or LCL cargo to warehouse to save time for both sides

Computer Skills:

- Computer course from Hadis Computer College Haripur • Working in MS Excel, MS Office and document handling.

- Internet & E-mailing
- Microsoft Access

Education:

- Matriculation in 2013

Area of Strength:

- Strong communication skills.
- Sharp and effective analytical and decision-making skills.
- Patience.
- Consistency.
- Good Interpersonal and managerial skills.

Hobbies:

- Always love to travel and reader of books and magazines.
- Playing Cricket.
- Internet browsing.

Languages:

- English
- Urdu
- Punjabi

Personal Details:

Nationality	:	Pakistani
Religion	:	Islam
Status	:	Married
Visa Status	:	Residence (Transferable)