



## MUHSIN KHAN

WhatsApp 0092 -343-9727275,  
Phone 00971 507959458  
Email:  
Abdulsamadkhan600@gmail.com

### Summary

Seek a challenging position to utilize and share my knowledge and expertise in the field to work as an Operation Clerk and Cargo Supervisor with a reputed organization offering challenging work environment & opportunity for career development based purely on achievements and results.

### Work Experience

#### ***Cargo Supervisor at Sharaf Shipping Agency Dubai 2015 to 2018***

- ❖ Supervised the import / Export Cargo Operation.
- ❖ Well Experience of cargo discharging , loading & shifting as per stowage plan.
- ❖ Making Vessel arrival & Departure report.
- ❖ Responsibilities to coordinate with chief officer & port foreman about cargo operation.
- ❖ Completed the General declaration & corresponding paper work for vessel arrival & Departure.
- ❖ Assist operation Manager and Operation Team with daily task
- ❖ A valued member of a team working with a common goal.

#### ***Operation clerk at Sharaf Shipping Agency Dubai 2014 to 2015***

- ❖ Cargo Discharging & Loading as per manifest.
- ❖ Making damages reports.
- ❖ Making Shifting reports as per given stowage plan or supervisor or chief officer instruction.
- ❖ Making quantity reports all about cargo operation discharging, loading & shifting.
- ❖ Making fault & delay sheet.

#### ***AL MARYAM INTERNATIONAL CLEARING & FORWARDING COMPANY KARACHI, PAKISTAN ASSISTANT CUSTOMER BROKER 2019-2022***

- ❖ Handling of all import and export customs clearance for company
- ❖ Supervision of container , Rail car and trailers Disbursement for clients.
- ❖ Manage release of cargo to provided clients
- ❖ Manage organization of documentation and customs clearance
- ❖ Reviewed production schedule, shipments , shipping and receiving notice manage works sequence and material shipping destination and dates.
- ❖ Enforced shafty procedure and regulation

### Education

- Graduation in Arts from University of Malakand (2010)
- Intermediate in FSC from BISE Malakand (2008)
- Matriculation in Science for BISE Malakand (2005)

### Certificates

- ✓ Civil Survey
- ✓ DIT (Diploma in Information Technology)
- ✓ NEBOSH (Waiting for result)

#### **Driving License Detail**

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❖ License No	3614920
❖ Place of Issue	Dubai
❖ Issue date	15 Dec 2015
❖ License type	Light vehicle (3) manual

#### **Skills**

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- Excellent communication skills.
- Established track record of achieving or over-achieving goals
- Great attitude with a high energy personality
- Professional appearance and work ethic
- Excellent customer service skills

#### **Languages**

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- ✓ English
- ✓ Hindi (Urdu)

#### **Visa Details**

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- ✓ Visa Status : Visit Visa
- ✓ Expiry Date: 20/07/2023