



EBRAHIM MONDAL

PERSONAL DETAILS

ADDRESS

Al sharafi,
Building
no 38. Flat
7B,
Dubai,
UAE

CONTACT DETAILS

+971 55 545 9484

EMAIL

ebrahimmondal07@gmail.com

VISA STATUS

ON VISIT VISA
VALID TILL 8TH
August 2023.

NATIONALITY

Indian

LANGUAGES

ENGLISH, HINDI,
BENGALI

DATE OF BIRTH

27/11/1997

MARITAL STATUS

SINGLE

CURRICULUM VITAE

OBJECTIVE

Seeking a challenging position in the industries that offer me opportunities to hone my skills and grow my knowledge while giving returns to the organization through related **Safety officer, Store keeper, Document controller, Super market Supervisor/casher, Front desk** office skills and capabilities.

STRENGTH

- Result oriented, Responsible and hardworking.
- Proficiency in communication skills and written skills.
- Good qualitative aptitude with excellent grasping power and eagerness to learn more.
- Have a knowledge of Microsoft Office (MS Excel, MS PowerPoint, MS word, etc.)

Key Deliverables

- Strong customer service skills
- Team work skills
- Quick learner, keen to learn and improve skills
- Excellent in Telephone manner
- Good convincing power
- Time management skills
- Self-motivated and hardworking
- Multitasking
- Administrative work

WORK EXPERIENCE

Globe trading pvt. Ltd
(Modham gram, Kolkata – India)
Designation : Document Controller
May 2022 — May 2023

- Manage the import and export of goods and services to and from Dubai.
- Ensure compliance with international trade regulations and customs procedures.
- Coordinate with suppliers, freight forwarders, and customs brokers to ensure timely delivery of goods.
- Prepare and process import and export documentation, including invoices, bills of lading, and customs declarations.
- Monitor and track shipments to ensure timely delivery and resolve any issues that may arise.
- Maintain accurate records of all import and export transactions.
- Develop and maintain relationships with suppliers, customers, and other stakeholders.
- Stay up-to-date with changes in international trade regulations and customs procedures.
- Print and distribute documents as needed
- Scan and upload documents according to company
- Review and update documents for maintenance and quality.

EDUCATION

Bachelor of Arts, Saheed nurul islam mahavidyalaya in 2020	W.B, India
WBSE (Class XII), Charghat Milan Mandir vidyapith in 2017	W.B, India
WBSE (Class X), Charghat Milan Mandir vidyapith in 2015	W.B, India

ADDITIONAL CERTIFICATE EDUCATION

Diploma in Safety Skills & Security Management in 2017 – 2018	W.B, India
Basic knowledge of Civil Defense Tanning in 2018	W.B, India

HOBBIES

Travelling, Reading books, Listening music.

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place Dubai, UAE

(Ebrahim Mondal)



NETAJI SUBHAS OPEN UNIVERSITY

XV 085059

DD-26, Sector-I, Salt Lake City, Kolkata - 700 064

Serial No : 10C/P-21 /DSSSM/20180601/ 27

Enrolment No : 172773194007

This is to certify that

Ebrahim Mondal

*Passed the Safety Skills & Security Management (One Year
Diploma Course) at the Term-End Examination June 2018*

held in July 2018 and that he was placed in B Grade.

Date of Issue : 31st October, 2018



Sudha Sanjay Sanjay
Vice-Chancellor