


ISHAKHAN HABEEBULLA

Operations /HR Assistant / Admin



 Dubai – UAE

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PROFILE SUMMARY

Highly experienced and tactful speaker with strong interpersonal skills. Ambitious, smart, and patient, demonstrating creativity and innovation. Natural leader, excels in time management, & team collaboration, and thrives under pressure. Capable of multitasking with high efficiency, ensuring rapid completion of tasks. Passionate about team-driven success.

SKILLS

- ✓ Communication Skills
- ✓ Data Entry
- ✓ Time Management
- ✓ Self Development
- ✓ Customer Service
- ✓ Administrative Support
- ✓ Team Collaboration
- ✓ Problem Solving
- ✓ Attention to Detail

COMPUTER SKILLS

- ✓ MS Office (Word, Excel, PowerPoint)
- ✓ SAP (Basic)
- ✓ Windows
- ✓ Internet & E-mail

EDUCATION

2020 - 2022 MBA-Human Resources
Management
India **Norwich Institute-Kerala**

2008 - 2012 B.E in Computer Science &
Engineering
India **Anna University Chennai**

PROFESSIONAL EXPERIENCE

06/2023 to
Present
(Dubai - UAE)

Skybridge Freight Solution LLC Operation Executive

- Handling Air Import & Export Clearance. (DAFZA, DFC& EK).
- Customs BOE passing (Import & Export).
- Customs Clearance Works & Document Submission.
- Knowledge of All Ministry works & Legalization.
- Verifying with documents and MAWB, HAWB & BOE and flight booking with necessary docs are attached.
- Handling Air Export and Re-export shipment with Customs completion.

09/2017 to
10/2020
(Abu Dhabi -
UAE)

Thrifty Auto Repair LLC Admin Assistant

- Collect all updates from the government on all labor and immigration policies.
- Keep the HR department updated with any changes in rules and procedures.
- Submit, follow up and collect all employees' visas, labor cards and contracts.
- Deal with inquiries regarding the PRO functions.
- Renew, update and maintain trade licenses and other government certificates.
- Assist and Accurate preparation of documents. Assist in preparation of time sheet and calculation of work hours.
- Maintain confidentiality and security of company and employee documents at all times.

LANGUAGES

- ✓ Tamil
- ✓ English
- ✓ Malayalam

PERSONAL

Date of Birth : 16 June 1989
Nationality : Indian
Marital Status : Married
Passport No. : X8251755
Visa Status : Employment Visa
Driving License : Valid UAE Motorbike

02/2014 to
06/2016
(Chennai -
India)

Hindustan Computer Ltd (HCL)

Analyst

- Involves Thames Water customer details including billing and transactions for the technical support.
- Involves in requirements gathering and project documentation.
- Successfully did they daily responsibilities include preparing MIS of customer inquiry, consistently prospecting, pursuing, and closing new business.

DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.