

# MAHROOS KHAN

NRTC Fresh (DUBAI - UAE) [Clearing Officer Logistic]

+971 528488504 @ mahroosk3@gmail.com LinkedIn/Portfolio DUBAI

## 9 YEARS OF EXPERIENCE

Clearing Officer Logistics 10/2021 - Present

NRTC Fresh DUBAI

- Clearance Sharjah customs bill of entry for shipments coming from Iran to Port Khalid, Sharjah
- Coordinate with shipping lines to get Delivery Order, B/L, shipping documents through WhatsApp group & e-mail
- Prepare expense summary for Iran Shipments and submit, regularly
- Prepare petty cash summary for Sharjah Port Clearance
- Send payment request to accounts dept. for replenishment payment for Sharjah customs Account & Tahseel Card
- Coordinate with shipping line for invoices, receipts and payments
- All other auxiliary/supporting tasks related for Sharjah shipment clearance
- To Prepare Sea Shipment Expense Summaries regularly [Jebel Ali port]
- To Prepare Sea Shipment IRS [Jebel Ali port]

Invoice Clerk 07/2017 - 11/2020

Four Seasons Company Saudi Arabia

- Handling the Metering Maintenance & Overhead and Substation Units
- Make Invoice & upload invoice on UDS and SAP software
- Daily update of work on SAP and UDIS Software's
- Maintain record in excel sheet
- Opening purchase order and work order on SAP software
- Opening notification of every SIR on SAP software Overhead and Substation unit
- Material record keeping
- Receive and record material, whatever material we received from SECO
- Tracking payments and ensuring that the cash flow into the company
- Four Seasons work as a Contractor with Saudi Electricity Company (SECO)

Accountant 04/2016 - 04/2017

Aircel Cellular Ltd India

- Which of your achievements match the job you're applying to?
- Maintain accurate up-to-date records
- Maintaining personnel files of Employees

Sales Executive 02/2013 - 03/2016

Maruti Suzuki India

- Retail Sales
- Analyze daily sales
- Develops a business plan and sales strategy for the market
- Telling the full details of the Cars to the customer like price, specification, waiting period, delivery
- Assist customers with completing the relevant paperwork required for a successful sale to be processed
- Collaborate with team members to reach sales targets
- Assist with the set-up of showroom and promotional displays
- Maintain a customer database and communicate with them
- Build a rapport with potential customers to improve the possibility of a sale in the future

## EDUCATION

Master in Business Administration {MBA} 01/2011

M.J.P Rohilkhand University Campus Bareilly U.P India

Bachelor of Commerce {B'COM} in Maharaja 01/2009

Agrasen Mahavidyalaya Bareilly



## SUMMARY

To contribute with diligence and dedication in order to fulfil demands responsibilities, creativity and challenging assignment where I can enhance the company productivity as well as individual

## LANGUAGES

Hindi	Native	●●●●●
English	Proficient	●●●●●
Arabic	Intermediate	●●●●●

## SKILLS

SAP Software · UDIS · EXCEL · Logistics ·

Dubai Municipality