

Curriculum Vitae

Nufeil Orompurath Kareem

Jeddah

Kingdom of Saudi Arabia

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MANAGEMENT & ADMINISTRATION - MID LEVEL (5 years experience)

PERSONAL PROFILE

Highly organized, result-oriented and give attention to details, dedicated and focused, able to Prioritize and complete multiple tasks and follow through to achieve project goals. Highly Productive, managing projects, energetic self-starter, work well independently or on a team.

CAREER OBJECTIVE

To obtain a promising and motivating career in an organization where in my skills, knowledge and spirit for teamwork would be an asset. Aspiring a responsible and challenging position in the company.

To Enhance and develop my technical skills and continually learn about the latest paradigm and processes and to fulfill my needs and aspirations along with the organization with loyalty and honesty.

ACADEMIC CREDENTIALS

- Master's Degree in Business Administration (MBA) from E Thames Graduate School, University of Sunderland, London, UK. 2012.
- EDEXCEL BTEC, Level– 7, Extended Diploma in Strategic Management & Leadership Skills (EDSML) from E Thames Graduate School, University of Sunderland, London, UK. 2011.
- Bachelor of Computer Applications (BCA) Dr. N G P Arts & Science College from Bharathiar University, Tamil Nadu, India- 2010

PROFESSIONAL EXPERIENCE

CURRENT EMPLOYER: Abdullah Abdul Moneim Shaheen Company for Customs Clearance -
Member of Al Alameya Group of Companies- Jeddah - Saudi Arabia since April 2017

POSITION– OPERATION MANAGER - SEAPORT DEPARTMENT

Job assignments include;

- Provides administrative support to the department.
- Involved in coordination and implementation of import sea port customs clearance procedures as per the Saudi Customs.
- Perform and implement all customs clearance activities such as following upcoming Shipment, documents transactions and day-to-day related activities in accordance with the objectives, policies and procedures.
- Participating in the development of the Customs Clearance Section's work plan and preparing work schedules to improve the efficiency of the Customs Clearance Sea port Section.
- Implementing plans and programs that strive to improve the effectiveness of the Customs Clearance Section.
- Following up with other departments and Clients for reception of the complete set of shipping documents for customs clearance purposes, and ensure its compliance with Saudi Customs regulations and exemption lists requirements.
- Following up with the Freight Forwarders and shipping lines for Exchange Bill of Lading and Delivery Orders.
- Following up shipments and documents with the freight forwarders and shipping lines.
- Following up with the transporter to ensure on time & complete delivery of cleared shipments.
- Keeping records of all demurrages, detentions, etc. and follow up with the concerned clients for settlements and implements preventive actions to avoid customs penalties.
- Examining invoices and shipping manifests for conformity to tariff and customs regulations.
- Verify the delivery of imported product, once cleared, from the sea to designated warehouses.
- Have complete knowledge to prepare and confirmed all import permits from the Ministry of Internal Affairs and General Safety and Security and all import custom exemption documents, formats and formalities.
- Handling Accounts and Daily Expenses of the department
- Performing other duties related to the job as assigned by CEO

PREVIOUS EMPLOYER: K.C.M Appliances & Technologies Pvt.LTD Malappuram,Kerala,India since May 2013 till April 2015.

KCM Appliances & Technologies is a leading provider of electronics and entertainment products, home and office appliances and other consumer friendly products. It made its marketing triumph in India with its own brands IMPEX and ONIX since its establishment in 2007.

POSITION– ASSISTANT MANAGER (Operations)

Job assignments include;

- Supported manager in performing management functions such as staffing, training and expanding Business plans.
- Investigated and resolved customer's issues and complaints regarding operational matters – Handled all queries and client feedback in a professional manner.
- Communicated with the support team and implemented the organization's operational guidelines, standards and policies.
- Monitored and managed operational activities – Directed the branch/store/bank operational risks, financial aspects and QA and audit processes.
- Documented and prepared reports on management and information system; presented same to manager.

PREVIOUS EMPLOYER: Wynad Resins Private limited Wandoor, Kerala, India since March 2012 till February 2013:

WYNAD RESINS is a well known ISO Certified Manufacturing unit which manufactures finest quality creamed latex, centrifuged latex. Wynad Resins is also the dealers in various grades of sheet rubbers.

POSITION– ASSISTANT OFFICE ADMINISTRATOR

Job assignments include;

- Organising and supervising of the administrative responsibilities.
- Keeping appointments with clients.
- Coordinating with other departments.
- Working with invoices and receipts.
- Enforcing office protocols.
- Provide administrative support to higher management staff.
- Negotiating with suppliers and service providers.
- Maintain client data bank

COMPUTER PROFICIENCY

- Microsoft Certified Professional (MCP) since 2005, MCP ID – 3382677.
- Excellent working knowledge of all Microsoft Office packages.
- Internet and Computer Savvy.

COMMUNICATION SKILLS

- Proficiency in British English
- Able to read and speak Arabic
- Able to read and speak Hindi
- Able to speak Tamil
- IELTS – 6.5

CORE SKILLS

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.
- Ability to work in a team.
- Committed to work in project deadlines and schedules.

PERSONAL DETAILS

Date of Birth	: 14-05-1988
Nationality	: Indian
Civil Status	: Married
IQAMA Status	: Transferable
Driving Licence	: Saudi Arabian LMV