

CURRICULUM VITAE

TOUFIK MOHAMED ALI CHOUGLE

Communication Path: +971557243259

Email ID : toufikchougale82@gmail.com



CARRER OBJECTIVE:-

To pursue a long career in an organization where my qualification, abilities, potentials and experience would be an asset to contribute towards exiting position in the growth of the organization along with outstanding prospect for advancement.

CURRENT PROFESSIONAL PROFILE:-

- Assertiveness and distinctly proactive.
- Flexible & individual with outstanding communication skills.
- Hardworking and dedicated.
- Punctual, highly organized and competent individual.
- Possess excellent patient's relation skills and having a gentle touch and ability to alleviate patient anxieties.

LANGUAGES:-

English, Hindi , Marathi and Arabic.

ACADEMIC QUALIFICATION:-

Matriculation:-

- Successfully completed the Secondary School Certificate (S.S.C) from Kolhapur State Board of India, in Year March 2000.

Preparatory:-

- Successfully completed in 2 years, the Secondary College (H.S.C) from Kolhapur State Board of India, in Year March 2002.

Bachelor:-

- Appear Bachelor of Commerce from University of Mumbai, India, in Year 2006.

PROFESSIONAL CERTIFICATE ACHIEVED:-

- Operating System (WINDOWS 7/10/XP/VISTA/ETC.)
- MS Office (WORD, POWERPOINT, OUTLOOK, EXCEL ADVANCE, ETC.)
- Computerized Accounting (Tally)V.No.4.5/5.4/6.3/7.2/ERP.9)
- GST and VAT.☐
- English Type Writing @ 30 W.P.M

PROFESSIONAL EXPERIENCE:-

Name of the Organization	Professional Designation	Period of Service
QUALITY OIL DEPO, INDIA	SALES EXECUTIVE	Since March 2020 to Sep 2021.
DP WORLD PORT, JAFZA , UAE	ADMINISTRATION & RECEPTIONIST	Since JULY 2013 to Feb 2020.
DP WORLD PORT – COMMERCIAL DEPARTMENT, UAE	DOCUMENTATION ASSISTANT & CUSTOMER SERVICES	From July 2007 to July 2013.
AL FALASI / AL TAYER GROUP OF COMPANY, DUBAI, UAE	HR ADMINISTRATOR	From June 2006 to July 2007.
LELE JOYSAR ASSOCIATES & C.A. SANDIP KHOCHARE, INDIA	ACCOUNTANT & AUDIT ASSISTANT	From May 2002 to May 2006.

CURRENT JOB DESCRIPTION:-

- Taking Feedback/Orders from customers about the product.
- Visiting customers at their SWP
- Marketing products to Client for business growth
- Finding new channels for sales and distribution of product
- Communicate directly with HOD for any professional requirement.
- Preparation of Duty.
- Responsible for staff leave plan and all others approvals.
- Preparation of products to supply for clients.
- Maintaining the required stock in store as per Departments Requirement.

TECHNICAL EXPERIENCE:-

DP WORLD PORT-ADMINISTRATION & RECEPTIONIST:-

- Welcome patients and visitors, in person or on the telephone; answering or referring inquiries
- Optimize patient's satisfaction; provide time and treatment room utilization by scheduling appointments in person or by telephone.
- Ensure availability of treatment information by filing and retrieving patient records.
- Obtain revenue by recording and updating financial information; recording and collecting patient charges.
- Controlling credit extended to patients; filing, collecting, and expediting third-party claims.
- Help patients in distress by responding to emergencies.
- Contribute to team effort by accomplishing related results as needed.
- Follow up with the patients regarding status of all ambulance, emergency and admission cases
- Communicate with hospital with regards to the employee medical checkup and fitness
- Being member of conducted campaigns such as Measles Nation Immunization Health Diabetes Campaigns

DP WORLD PORT-DOCUMENTATION ASSISTANT / CUSTOMER SERVICES:-

- Ledge of port customs and free zone rules and regulations.
- Analyzing and processing all types of bill of entries like normal BOE, Free zone B.O.E Re – Export BOE, Transshipment BOE and Export Documents for collecting relevant Port Charges.
- Directly coordinating with shipping lines about and internal Departments for smooth operation. ☑
- Explaining & guiding shipping lines and agent about DPA and Customs Document Procedures ☑
- Verifying all types of documents and collect the relevant port charges.
- Processing various types of documents and finalizing the cut – off export for vessel loading. Attending call on various procedures, rates and generating reports accordingly
- Well versed with all the procedures of PORTS, CUSTOMS and JAFZA.
- Coordinating to all shipping agents, internal departments, transporters and clearing agents with regards to all types of containers and General Cargo for smooth operation.
- Issuing the Tokens for FCL, EXP and MT Containers.
- Collecting the Cash and Cheques against all type of Customs BOE.
- Invoicing all relevant charges against all Port & Customs doc to Shipping Agents and Consignee's.
- Issuing the Gate Pass to Jebel Ali free zone and local companies for cargo movements.
- Familiar with Dubai Trade Portal online services like, Generate Customs Bill in E- Mirsal 2, E-Payment, E-Token and other services provided by Dubai Customs and DP-World.

AL FALASI AL TAYER GROUP OF COMPANY-HR Administrative:-

- Prepares all types of correspondence for any company transaction
- Organize all appointments of the manager and prepare all document need in meeting with clients.
- Handles operation of all office machines such as photocopies, printer, scanner and fax
- Ensuring confidentiality of any documents received
- Having strict control of filling and other important documents
- Prepares, organize and maintain files relating to office correspondence report and other pertinent data preparing and typing the necessary memos, letter and quotations for reply to customer
- Transmitting message / inquiries thought fax or telex machine
- Prepares quotations, invoices and cheque help facilitate easy and fast services of the company Handles receptionist functions at all times to lack of manpower
- Organize travel schedules, hotel and Airline booking (Local and International.)

LELE JOYSAR ASSOCIATES C.A. SANDIP KHOCHARE- ACCOUNTANT & AUDIT ASSISTANT:-

- Preparation of quotation and purchase orders
- Preparation of bank reconciliations
- Liaising with statutory preparation and internal auditors
- Liaise with banks and government departments register of companies etc.
- Account receivable and payables managements
- Petty cash reimbursements, cash advance & general payments
- Preparation of sales report, refund report, payment etc. Preparation of LPO
- Preparation of sundry customers & suppliers sub ledger & their outstanding details
- Preparation of Profit and loss statement and balance sheet.

APPRECIATION LETTERS:-

- Certification in Basic Communication Skills.
- Certificate in Customer Service & Management.
- Certified with Office Health, Safety & Environment course from DP World – JAFZA

PERSONAL DETAILS:-

Date of Birth : 21/01/1982.
 Nationality : Indian.
 Marital Status : Married.
 Sex : Male.
 Driving License : UAE & INDIA.
 Father's Name : Mohamed Ali.AR.Chougale.
 Religion : Islam.

PASSPORT DETAILS:-

Passport Number : N 1663069.
 Date of Issue : 09/11/2015.
 Date of Expire : 09/11/2025.
 Place of Issue : Dubai (U.A.E).
 Visa Status : Visit

If given a chance in your organization, I assure to work with dedication and efficiency.
TOUFIK MOHAMED ALI CHOUGLE