

CURRICULUM VITAE

MD.NAAZISH SAIF

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Date of Birth : 11 th Feb 1988	
Passport No. : G 04800402	
Nationality : INDIA	
Marital Status : Married	

Career Objective:

I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would constantly look out for challenges, which would help me to achieve my personal and professional goal.

Professional Experience:

**INTER TRANS AIR CARGO L.L.C as an Administration Officer from 19th Aug 2013 to Present
Dubai, U.A.E**

1. Currently working as a Logistics professional, with Custom Clearing Agent
2. Apply to Dubai Municipality for No Objection certificate.
3. Liaise with shipper and shipping companies, track shipments from pick up through delivery so that accurate up to date information can be provided for FCL / LCL any shipment.
4. Liaise with shipping companies, to know Expected Arrival Time of VESSEL and to get total Delivery Order Expense.
5. Apply to Dubai trade, for custom clearance Import Consignment (MIRSAL 2)
6. Apply for Export Consignment on Dubai Trade (MIRSAL 2)
7. Apply for custom Inspection Letter
8. Coordinate with Dubai Trade Personnel, as and when required.
9. Coordinate with shipping companies for Delivery Order date extension or for acceptance letter.
10. Making Quotation and Invoice.
11. Assists and support Logistics Manager whenever and however needed.

Professional Experience:

**APEX (Autodesk Authorized Training Center) as an Asst. Manager – Human Resource
from 01st July 2011 to 30th July 2013, New Delhi, INDIA**

1. Recruitment through Job Portal, Interview, Issuance of Letter of Intent, Induction , Training, Attendance, Employee Leaves, Compensation , Employee Engagement, Exit Interview, Full and Final Settlement
2. Training arrangements for different sectors such as MES Officers (Military Engineering Services), DRDO (Defence Research and Development Organization), ONGC (Oil and Natural Gas Corporation), Northern Railway, ADB (Asian Development Bank) etc.

3. Making HR Policies pertaining to employees and executing the same
4. Preparation of Tender proposal and Submission to the respective ministries
5. Liaise with Govt. / Non govt. banks

Professional Experience:

SANOFI AVENTIS (PASTEUR) 2 Months Summer Training 2011 – Management Trainee

1. Recruitment & Selection
2. Forms for Interview
3. Job Description
4. Joining Formalities
5. Opening Bank account
6. Induction

Professional Experience:

HDFC LIFE INSURANCE 2 Months Training Year 2009 – Summer Trainee

1. Understand HDFC various products
2. Cold Callings
3. Making Financial Advisors

Professional Qualification:

1. M.B.A – Human Resource in 2011 from Maharishi Dayanand University Haryana, INDIA
2. Certificate in , HR Generalist & Labour Law from Spectrum Infogain Noida, INDIA

Academic Qualification:

1. B.B.A – Jagannath Institute of Management Studies, New Delhi
2. 12th Commerce – Jamia Millia Islamia University, New Delhi
3. 10th – Jamia Millia Islamia University, New Delhi

Other Skills:

1. Languages : Fluent in English, Hindi, Urdu
2. Information Technology : General Knowledge of Hardware and Software
Competency in MS Office, Excel, Power Point
3. Driving : Full Clean Indian Driving License

Declaration:

I hereby declare that the above details are true to the best of my knowledge.

Date:

Signature: Naazish Saif

Place: Dubai (U.A.E)