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| **MAKTOUM**  [**MAKTOUM.321758@2freemail.com**](mailto:MAKTOUM.321758@2freemail.com) | **C:\Documents and Settings\shahul.hameed\Local Settings\Temporary Internet Files\Content.IE5\8SPWQ8Z2\IMG_1301%20copy[1].jpg** |

Objective

To secure a position as a professional in a technologically driven organization that will challenge my skills and utilize my abilities to excel in this progressive environment to my fullest potential.

Strength

More than Ten (10) years of experience in UAE for Shipping & freight forwarding Sea Documentation & Operations

Excellent Designing logical thinking and problem solving skills.

Good communication and inter personal skills.

Good Team player and ability to work under pressure.

Quick Learner.

Positive attitude and perseverance to undertake any challenging.

Work experience:

**Company: ATLANTA IMPEX,**  CHENNAI, INDIA **( MAY 2015 – SEP 2016)**

**Position: LOGISTICS EXECUTIVE**

**Duties and Responsibilities:**

• Prepared various packages for shipment.  
• Provided updated shipment information via email.  
• Assisted customers with the preparation of shipping documentation.  
• Confirmed that packages met federal shipping guidelines.  
• Assisted customers in tracking missing or delayed packages.  
• Coordinated with shipping departments at other postal facilities

Work experience:

**Company:** **SSC CONSOLIDATION LLC,** Abu Dhabi **( Apr 2013 – Feb 2015)**

**Position:** **import Documentation Executive**

**Duties and Responsibilities:**

* Complete Documentation works ( Imports & Exports.
* Issuning Delivery Order.
* Send the EDI manifest to the Customs.
* Update the discharge date with correct ETA for issuing the Delivery order and calculation of demurrage.
* Send the arrival notice.
* Send the discharge list to AD TERMINAL with the on carrier vessel details for T/S boxes.
* Prepare Delivery Orders minimum 2 days before the vessel arrival with correct FPOD as per the manifest.
* Prepare vessel discharge report after the vessel arrival.
* Send the VDR to accounts department, operations department.

**Company: IGNAZIO MESSINA & CO. (June 2010 – May 2012)**

**Position: import Documentation Executive**

**Duties and Responsibilities:**

* Acceptance of final load list of last port from operation department.
* Print the Manifest.
* Create voyage master in our system.
* Update the manifest in our system.
* Cross check the freight manifest with freight invoices.
* Finalization the vessel.
* Send the EDI manifest to the Customs.
* Update the discharge date with correct ETA for issuing the Delivery order and calculation of demurrage.
* Send the arrival notice.
* Send the discharge list to AD TERMINAL with the on carrier vessel details for T/S boxes.
* Prepare Delivery Orders minimum 2 days before the vessel arrival with correct FPOD as per the manifest.
* Prepare vessel discharge report after the vessel arrival.
* Send the VDR to accounts department, operations department.

**AS CLIENT SERVICES EXECUTIVE:**

* Answering all types of queries.
* Providing B/L copies whichever is an Express/Waybill Release.
* Providing invoice to customer for payment.
* Advising demurrage amount for payment.
* Checking of Express/Waybill release in Lara and Carman update accordingly for Convenience of Customer.
* Advising Freight charge either from Carman or Lara.
* As per consignee request applying demurrage waiver to respective commercial office and follow up.
* Once granted obtaining file numbers and update our files for future reference.
* Once granted inform consignee and update our files
* Calculation of demurrage where and when consignees approach and update of port record and Carman upon receipt of fund

**Company:** **CMA CGM & ANL (NE) LLC, DUBAI (2006 – 2010)**

**Position:** **import Documentation Executive**

All Import Documentation works through LARA System

**Company: Mirage shipping Agencies LLC (2002-2006)**

**Position: import Documentation Executive**

**Import**

* Complete Documentation, Sending Discharge List to Port, Filing Manifest,

D.O. Releasing, Customs Clearance and Customer Service.

**Export**

* Complete Documentation Uploading Load List, Slot booking with carriers
* Invoice preparing, Customs documents processing and sending manifest to
* Destination and Correspondence with Agents.

Educational Qualification:

**Higher Secondary Course**

Technical Qualification:

**Diploma In Computer Application**

Personal profile:

Nationality **:** Indian.

Marital status **:** Married

Languages Known **:** English, Tamil. Hindi & Malayalam

Visa Status **:** Visit Visa

Declaration:

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

**Place: Dubai**

**Date:**