

MUHAMMED

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**CARRICULUM VITAE**

OBJECTIVE:

Seeking a suitable position in your esteemed organization that will commensurate with my qualification, knowledge & experience and to get an opportunity to serve your organization through continued development of professional skills, knowledge, training and experience.

ACADEMIC QUALIFICATIONS:

BA Economics (University of Calicut, India, 2003-2005)

Pre-degree (University of Calicut, India)

PROFESSIONAL QUALIFICATIONS:

IATA-FIATA (Cargo Introductory)

HAZMAT (Transport of Dangerous Goods by SEA)

COMPUTER KNOWLEDGE:

 MS Office, DCA (Diploma in Computer Application), MS Outlook, Internet.

 **Looking position: OPERATION EXECUTIVE IN SHIPPING AND LOGISTICS**

**TOTAL WORK EXPERIENCE: 9+ YEARS**

WORK EXPERIENCES:

1. Previously worked: **Patrol oil LLC (manufacturing company for lubricants in DIC)**

 **Position: cargo supervisor**

JOB RESPONSIBILITIES

* Handling of AIR, SEA, LAND shipments (Import, Export, FCL, LCL,FTL etc) locally and Internationally,
* Handling chemical cargoes, checking of MSDS, IMCO classes, compatibility for loading.
* Fully experienced in using online shipping portals, like **Maersk line, CMA CGM, INTTRA**
* Experienced in arranging SGS, Cotecna inspections, BIETC, BESC,SASO certificates
* Experienced in using Dubai trade online portal for Customs documents preparations (**E-mirsal II**), DPA payments, Gate pass issuance, Inspection booking, token processing, TLUC payments, Exit preparation for customs submission.
* Experienced in arranging customs inspections in ports.
* Liaising with transport companies, drivers, customers for container placement for loading.
* Supervising of the cargo loading in warehouse and giving proper instructions to labors,
* Supervising of the vehicle loading and giving proper instructions to labors.
* Handled various export shipments to African sectors.
* Experience in arranging full or part shipments from overseas venders/customers/agents to import country
* Experience in arranging cross trade shipments
* Handling daily petty cash and working with Accounts team
* Communicating with Airlines, Shipping lines, other Govt authorities for smooth clearance and operations.
* Experience in arranging Door to Door delivery of the shipments
* Following up with customers for shipment delivery and payments
* Following up with venders and agents for pre alert documents and ETA
1. **5+Years experience in Waterways shipping LLC, Jebel Ali FZE** (April 2010 to February 2016)

**Position: Operation manager in documentation, customer service with sales experience**

JOB RESPONSIBILITIES -

* Preparation of MAWB, HAWB, MBL, HBL for export shipments
* Issues DO, Dock Booking through CALOGI online Portal
* Handling of AIR, SEA, LAND shipments (Import, Export, FCL, LCL,FTL etc) locally and Internationally,
* Preparing of all documents like, commercial Invoice, Packing List, HS code sheet ,Delivery advice, PO, Quotations etc
* Preparation Certificate of Origin, Health Certificate,
* Preparing Online Municipality clearance through Dubai Municipality Web Portal for food items and chemical cargoes
* Working closely with customers, colleagues and third parties to ensure smooth operations to deadlines;
* Make rate agreement with Airlines, agents, shipping lines,
* Coordinate with import and export departments for all operational works with giving proper instructions
* Negotiating contracts, transportation and handling costs with carriers,
* Knowledge in INCOTERMS, arranging container release from carriers.
* Communicating with overseas agents for rate and new/existing business dealings
* Preparing and double check invoices, ensuring that all charges are correct and send on time to customer and follow up for the payments,
* Handling **L/C** shipments and prepare documents as per LC instructions,
* Load planning, arranging trips, coordinate with drivers, customers etc
* Arranging payment of freight and other charges or collection of payment on behalf of the client;
* Offering consolidation services by air, sea and road, ensuring cost-effective and secure solutions to small shippers who have in-sufficient cargo to require their own dedicated units,
* Liaising with third parties to move goods (by road, rail, air or sea)in accordance with customer requirements;
* Arranging insurance and assisting the client in the event of a claim,
* Arranging proper storage for the cargoes as per the temp control or regular temp in warehouses,
* Coordinate with warehouse dept for delivery time and forklift arrangements.
* Using Dubai trade online portal for Customs documents preparations(E-mirsal II), DPA Gate pass issuance, Inspection booking, Token processing, TLUC payments, Exit preparation for customs submission
* Knowledge in Switch BL preparations and cross Trade shipments
* price quote to customers, rate negotiation with carriers, transporters etc
* Provide the management performance reports (Order Delivery) on a monthly basis to monitor the business performance and review analysis for new opportunities and business improvement.
* Taking line approvals for chemical cargoes any mode of transportation (Sea, Air, Land)

**AS A SALES EXECUTIVE**

* Regular meeting with existing customers for their enquiries and customer satisfactions
* Seeking new markets and clients for business developments
* Weekly reporting to General Manager about the developments of business
* Submitting profit / loss report to General manager end of every month
* Sharing new thought and ideas with operation department and managements
* Arranging appointments with new clients for business developments,
* Collecting customer feedback from the clients about our services,
* Follow up with accounts departments for all the timely payments to carriers and agents,
* Monitoring all the shipments for on time delivery and smooth operation to customer satisfaction.

# 4 Years Experience in Translink Logistics LLC, Cargo Village, Dubai (Sep 2006 to Feb 2010) as Logistics coordinator

Job Responsibilities:

# Exports

# Handling of AIR, SEA, LAND shipments (Import, Export, FCL, LCL,FTL etc)

* Coordinate with client for their all logistical enquiries,
* Contacting with shipping line or Airlines for rate negotiation and arrange bookings,
* Coordinate with transport companies for arranging container transportation,
* Preparing MAWB and HAWBs/MBL and HBL for export shipments,
* Passing ED for export/Import/ Transit /Internal transfer cargoes
* Extensive experience handling in Air export shipments (above 20 tons in a month to Lagos)

# Imports

* Checking with Airlines/shipping lines for import shipments arrival and sending arrival notice to clients,
* Arranging DO collection from the carriers
* Passing BOE for import/transit in shipments and delivery arrangements
* Invoice preparations to customer and arrange on time delivery,
* Handling petty cash and daily expenses of the company.

**PERSONAL DETAILS**

Date of Birth: 26/may/1981

Age: 35

Nationality: Indian

 Marital status: Married

Visa status: visit visa (expiry on 18th march 2017)

 **DRIVING LICENSE:**

A valid UAE car driving license

**LANGUAGES KNOWN:** ENGLISH, HINDI, ARABIC and MALAYALAM

**VALUE ADDITIONS**

Hard working and well dedicated, strive to be perfectionist,

Keep on learning new things.

Friendly, sociable, sincere

Good communication and oratory skills

Group worker and dedicated

 Ready to travel if required

Ready to work as Shift, day or night