

# MOHAMMED SHIHAS

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Dammam KSA

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## PROFILE SUMMARY

Experienced Import Coordinator with 5years of expertise in managing import shipments, coordinating with shipping lines and negotiating favorable terms. Seeking to leverage expertise in maintaining accurate shipment trackers and handling payments to contribute success and enhance efficiency.

## KEY COMPETENCIES

Import Operations Management	Regulatory Compliance	Detailed Reporting
Logistic Coordination	Team Leadership	Excellent Communication
Multi tasking	Client Relationship Management	Problem solving Skill

## PROFESSIONAL EXPERIENCE

NAMMA CARGO SERVICES Co. AL KHOBAR, KSA

**Import Coordinator** August 2021 - Present

- Manage import operations for major clients for the company like Nabors Arabia, Saudi Aramco, Petrokemya and Kemay (SABICS).
- Oversee import shipments, ensuring compliance with regulations and timely delivery.
- Collaborate with shipping lines and airlines to schedule shipments, and resolve logistical issues.
- Verify the accuracy and completeness of all import documents including Commercial invoices, Packing Lists and Certificates of Origin and ensure that these documents comply with international trade regulation.
- Utilizes the Saber System and Fasah System to manage import documentation effectively.
- Monitor the progress of land freight shipments using tracking systems to updates and address any delays or disruptions.
- Oversee budgeting and cost control for land freight activities, and ensuring that transportation costs are within budget and optimizing cost efficiency.
- Ensured Pre - Alert and copies of all required original - shipping Documents are received from CUSTOMER prior to arrival of shipment either by AIR/LAND and SEA.
- Monitor the arrival of all shipments at the port of entry at destination by following-up with carriers agents at Dammam / Jubail Seaports and Dammam Airport.
- Ensure that the translation team does the translation of shipping documents and classify with correct tariff coding.
- Notifying clients if Shipments require SABER / PERMIT and following up for the same.
- Following up various shipping lines / SAL (for Air Shipments) for the collection of Delivery Order, and arranging payments for the same accordingly.
- Ensured to prepare the proper Import Customer Declaration ( BAYAN) and to submit the file to our data entry team with complete documentation / translations to the Customs for scrutiny, verification and approval of Duty Exemption.
- Proper co-ordination with the stevedoring / airline handling agent to identify the packages, schedule the cargo movement to the designated inspection area, taking appointment for inspection with Customs Inspectors, approval from the Customs Group in-charge, and final completion of the entire clearance formalities.
- Notified CUSTOMER Project Team at Job Site for any technical queries raised by customs, or for any special importation document required from the CUSTOMER for clearance purpose.

**DGL CLEARING & FORWARDING LLC ABUDHABI**  
**Documentation Executive**

**June 2018 - June 2021**

- Handle export shipments routing from UAE.
- Coordinate with shipping lines and Airlines.
- Oversee the export container booking process using Dubai Trade and E Freight Suite.
- Maintain robust document system for accurate shipment tracking and payment.
- Export SI Submission, HBL creation.
- Handled inquiries and resolved issues related to logistics documentation and compliances.

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## **EDUCATION**

**Master of Business Administration in Finance**

Himalayan University

**Bachelor of Business Administration in Logistics and Supply Management**

Bharathiya University

**Higher Secondary School Examination**

**All India Secondary School Examination**

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## **PERSONAL DETAILS**

- Date of Birth : 05 September 1995
- Nationality : Indian
- Marital Status : Married
- Visa Status : Transferrable
- Languages Known : English, Hindi, Malayalam

## **REFERENCE ARE AVAILABLE UPON REQUEST**

## **DECLARATION**

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

**MOHAMMED SHIHAS**