



MOHAMMED SHAHIN S

CLEARANCE AND DOCUMENTATION EXECUTIVE



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Dubai, UAE

PROFESSIONAL PROFILE

Dedicated and detail-oriented Warehouse Coordinator with a strong background in logistics and supply chain management. Proven expertise in overseeing inventory control, ensuring timely order fulfillment, and maintaining smooth warehouse operations. Adept at coordinating with suppliers and vendors to optimize stock levels, reduce lead times, and enhance operational efficiency. Experienced in managing warehouse staff, implementing safety protocols, and ensuring compliance with industry regulations. Skilled in using warehouse management software (WMS) and logistics systems to track shipments and manage resources effectively.

KEY SKILLS

- Customs Clearance & Documentation
- E-Mirsal II System Knowledge
- Calogi Platform Experience
- Freight Operations (Air & Sea)
- Customs Tariff and Duties Management
- Tracking & Shipment Visibility
- Freight Rate & Cost Calculation
- Logistics Coordination and Scheduling
- Regulatory Knowledge
- Problem Resolution
- Supply Chain Coordination

EDUCATION

2024

PGDM IN LOGISTICS & SCM

Post Graduate in Logistics and supply chain management from Mithra Institute of management studies- American Board of Education

BA - ENGLISH LITERATURE

Capital University

WORK EXPERIENCE

2024 - 2025 | FREIGHT FORWARDING

DOCUMENTATION CLEARANCE EXECUTIVE

DUTIES AND RESPONSIBILITIES :

- Assist with customs clearance procedures and ensure compliance with UAE import/export regulations.
- Apply knowledge of HS codes and tariff classifications to accurately process shipments.
- Handle documentation requirements for imports and exports using the E-Mirsal-II Portal.
- Calculate VAT, customs duties, and other charges related to imports and exports.
- Manage import and export processes, including transit procedures and filing BOEs through EMIRSAL II for Free Zone to Local, Transit In/Out, and ROW to Local shipments.
- Monitor and ensure adherence to all customs regulations, ensuring efficient movement of goods via air, sea, and land freight.
- Liaise with logistics teams, customs authorities, and clients to resolve any issues related to shipments or documentation.

Dec 2024 - Jan 2025 | WAREHOUSE COORDINATOR

GODAMWALE TRADING & LOGISTICS PVT. LTD.

DUTIES AND RESPONSIBILITIES :

- Oversee the daily operations of the warehouse, ensuring smooth flow of goods.
- Manage inventory levels, ensuring products are properly stored and accounted for.
- Coordinate with suppliers and vendors for timely deliveries and stock replenishment.
- Prepare shipping documents, labels, and invoices for outgoing orders.
- Supervise and train warehouse Assistance to ensure efficiency and productivity.
- Monitor safety and cleanliness standards within the warehouse.
- Perform regular inventory audits to ensure accuracy.
- Track shipments and deliveries to ensure timely and correct order fulfillment.
- Handle customer coordination for shipment delivery issues.
- Ensure compliance with warehouse policies, safety regulations, and quality standards.
- Verify inbound and outbound Documents.
- Using GPS or maps to navigate delivery routes efficiently.
- Coordinating with the logistics team for timely dispatch and delivery.

TECH SKILLS

- MS Word
- MS Excel
- PowerPoint

LANGUAGES

- English
- Malayalam
- Tamil

PASSPORT INFO

Passport No : U9720287

Expiry Date : 24/02/2031

Visa Type : Visiting Visa

Visa Expiry Date : 01/03/2025

INTERESTS



Music



Games



Sports

2024 | INTEREN SHIP AIWA SHIPPING AND LOGISTICS PVT LTD

DUTIES AND RESPONSIBILITIES :

- Assist in processing and managing Bill of Entry documentation for import/export shipments, ensuring accuracy and compliance with customs regulations.
- Support the preparation of Bill of Lading for outbound shipments, ensuring correct details are captured for smooth transportation.
- Prepare and submit quotations based on customer requirements and project needs.
- Maintain positive relationships with clients by providing updates and resolving issues.
- Estimate project costs, including materials, labor, and transportation.
- Coordinate with suppliers and internal teams to ensure timely project delivery.
- Monitor project costs to ensure they stay within budget.

10/2022-06/2024 | DATA VALIDATION ASSOCIATE SPERIDIAN TECHNOLOGIES PVT LTD

DUTIES AND RESPONSIBILITIES :

- Prepare and execute test cases to ensure data accuracy and integrity.
- Perform API testing to validate data interactions and integrations.
- Analyze logs to identify and troubleshoot issues in data processing.
- Coordinate with customers to gather requirements and provide updates on data validation progress.
- Ensure data validation processes meet quality standards and specifications.
- Document test results, report defects, and follow up on issue resolution.
- Collaborate with cross-functional teams to ensure smooth data validation and integration.

09/2021-08/2022 | DATA VALIDATION TRAINEE BENEFITALIGN TECHNOLOGIES PVT LTD

DUTIES AND RESPONSIBILITIES :

- Provide customer support for US clients regarding data validation queries.
- Verify and validate documents related to US health insurance.
- Assist in ensuring data accuracy and compliance with health insurance guidelines.
- Address and resolve customer concerns promptly and professionally.

PROJECTS

- ❖ Oil and Gas Supply Chain Management Project 2024/6803/6/04/OG/EP
- ❖ Analysis in Great Speaker Shashi Tharoor

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge and hold the responsibility for the correctness of the above-mentioned information.

MOHAMMED SHAHIN S