



# MOHAMED JASEEM

## OPERATION EXECUTIVE

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**SPONCER VISA WITH NOC**

An Effective person with highly motivated and leadership qualities having a Bachelor of Business Administration and International Logistics.

### SUMMARY :

- Prepared needed document for customs clearance. Received supporting documents by pre-alert and collect DO from Airline.
- Made sure all documents are original (MAWB, invoice, packing list, COO, Prepare Bill of Entry for import (ROW, GCC).
- Once submitted the BOE, Handling copy & supporting documents handover to clearance staff.
- Made sure HS codes are perfect with each commodity, followed the clearance staff until clear the shipments are before storage charges.
- Assisted employees with accessing documents through our document management system.
- Made sure whether importer codes are percent. Finally, place full delivery of the shipment to our valuable customer and handling time-sensitive work.

### JOB DESCRIPTION :

#### DS Logistics | Chennai | India

May 2023 to April 2024

- Managed logistics for goods transportation across air, sea and road.
- Prepared and managed customs documentation, ensuring compliance with Indian and international shipping regulation.
- Ensuring smooth and timely delivers.

### EDUCATIONS :

Business School of Logistics and Shipping

Jan 2021 - July 2021

Bachelor of Business Administration from Jamal Mohamed College

July 2017 - April 2020

### SKILLS :

**Core related** – FCL & LCL, Invoice, Packing List, Country of origin (Coo) and Bill of landing or airway B/L, INCOTERMS & MS Office

### STRENGTHS :

- Communication skills & excellent mathematical skills
- Best leadership quality, Problem solving & Self-Management

### PERSONAL DETAILS :

Father's Name: Jabar Ali

Nationality: Indian

Date of Birth: 23/10/1999

Language: English, Tamil

Marital status: Unmarried