



AHMED SHERIFF.M

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CAREER GOALS

To venture into a challenging and promising field wherein my inherent abilities are put forth to the best use, enhancing my knowledge and skills along with the organization's growth and to work with team spirit.

WORK EXPERIENCE

NVOCC Operation Executive– Operation & Customer Service Dept in MNJ SHIPPING LINE LLC

(From FEB 2022 to TILL DATE)

Operations

- Issuing CRO to Customers
- Load List submission
- Acceptance MT/FULL, Containers HOLD.
- All Related Export Activities. (ROLLOVER, ITT, LOAD LIST DELETION)
- D/O Extension
- Delivery Order

Documentation

- Pick up list to customers
- DG Approval from Vessel Operators
- Creating BL Draft, Vessel Certificate.
- Maintaining Checklist of Customers.
- Inventory Report
- Co-ordination with customers and vessel operators
- Once draft confirmed then finalize with pre alert
- Follow up with counterpart team for ETA Details
- BL Surrender and OBL for Customers
- Job creating in Accounts for Invoice Purpose
- Space protection with V/O
- Sending Vessel schedule on weekly basis to sales team.

DP WORLD CO-ORDINATION

- Email Co-ordination and Communication with DED PLANNERS with regards to Container issues/nomination
- ITT FOLLOW UPS with CFS Team
- Co-ordination for custom HOLD Units
- Loading container with Additional THC Co-ordination
- Stack change / status change follow ups

JOB DESCRIPTION:

Self-have totally managed Export shipments from end-to-end level, Vessel operators' co-ordination, handling customers and resolving all sort of problems, DP World Co-ordination. Have fixed freight rates as per the market strategy and providing best rates to customers for secureness. Negotiation for amendment charges raised from POD Team. Generation of invoice with relatable charges. Main core to maintain a good relationship between the customer and company so as to sustain in compared to the competitive market.

WORK EXPERIENCE

Customer Service Agent – Transcon Dept in SSS Al BAHAR LOGISTICS Pvt Ltd (From JUNE 2021 to JAN 2022)

Transport Co-ordination

- Co-ordination with customer
- Co-ordination with SPOC (Sales Person Of Customer)
- Co-ordination with operations team regarding shipments update
- Maintaining MIS Report on daily basis
- Maintaining Tracker Sheet of each shipment
- Co-ordination with destination Vendors / LSP (Logistics Service providers)
- Events Updating
 1. AMD
 2. DLV
 3. POD
- Sending Pre-Alert to Destination vendors / LSP
- Updating POD in E-doc Portal
- Updating Transporters ID or Vehicle number in E-WAY BILL

WORK EXPERIENCE

Process associate – Operations Dept in AGILITY LOGISTICS (Since Oct 2019 to May 2021)

- Mail communication with the origin and destination team.
- Checking the commercial shipping docs (MBL, HBL, Invoice , Packing list, Form-F)
- Tracking until shipment reaches destination country.
- Handling all over the Asia pacific Origins.
- Handling destinations (Peru , San Antonio, Argentina)
- Completing the shipment process within the given TAT for each part of the shipments like.,
 1. Booking
 2. Shipment
 3. Container
 4. Documentation
 5. Proofing

- Resolving Issues like

1. Late submission of docs to destination team.
2. Wrong quantities in docs.
3. Getting approval from destination team for shipment process.

ROLES AND RESPONSIBILITIES

I have handled export shipments (Ocean) in Agility logistics. Our customers are in overseas and import goods from India. Once the PO is received from the customer I start following the PO until the shipment is completed and I co-ordinate with the shipper. All the shipment details are updated in the Log-net application including docs too.

FINAL YEAR INTERNSHIP

I have done my final year internship at **AGILITY LOGISTICS**

ACTIVITIES DONE DURING THE

WORK EXPORT PROCESS

- Booking the ocean export shipments as a customer support executive
- Booking the shipment in agility E-forms application
- Checking the export documents properly
 - 1) CUSTOMS INVOICE
 - 2) CUSTOM PACKING LIST
 - 3) TEST REPORTS
 - 4) SHIPPING ORDER
 - 5) SHIPPING INSPECTION CERTIFICATE
- Sending pre alert documents to the overseas branches
- Daily updates of DSR (Daily Standard Report)

COMPUTER EXPERTISE

- MS OFFICE
 - ✦ MS WORD
 - ✦ MS EXCEL
 - ✦ MS POWER POINT

KEY SKILLS

- Active Listener
- Idea Generator
- Team player
- Quick learner

Educational Qualification

- **M.B.A (LOGISTICS) – B.S.ABDUR RAHMAN INSTITUTE OF SCIENCE AND TECHNOLOGY –2019**
- **B.COM (GENERAL) – THE NEW COLLEGE – 2017**
- **H.S.C - JBAS MATRICULATION – 2014**
- **SSLC – THE HINDU SENIOR SECONDARY SCHOOL(CBSE) - 2012**

Personal Details

Language Known : English, Hindi, Tamil

Date of Birth : 28/10/1996

Marital Status : Married

Visa Status: Resident Till 25th May 2024

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Date :

Place : DUBAI

M.AHMED SHERIFF