

Mohammad Siyan CN

Executive In Customs Clearance

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Kozhikode, India

SUMMARY

A seasoned professional with extensive experience in customs clearance for sea and air shipments. Proficient in handling Bills of Entry, MOFAIC processes, and MOFA coordination. Adept at arranging inspection, ensuring compliance with regulations, and managing customer coordination effectively. Proven track record of streamlining operations, minimizing delays, and fostering strong client relationships.

EDUCATION

- BACHELOR OF COMMERCE- Bharthiyar University
 - HSE-UMBICHY HAJEE HSS, Chaliyam, Kozhikode
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WORK HISTORY

EXECUTIVE IN CUSTOMS CLEARANCE CUM DOCUMENT CONTROLLER AND SALES EXECUTIVE
ABRECO FREIGHT LLC, JEBEL ALI, DUBAI | MAY 2023 - JANUARY 2025

- Expertise in Dubai Trade and Documentation
- Proficient in Bill of Entry, customs inspections, and delivery orders
- Experienced with MOFA, MOFAIC, FIRS and Dubai Chamber processes
- Skilled in Calogi and DP World platforms
- Complete clearance coordination as customer service for sea, air, and cross stuffing
- Proficient in dealing with shipping lines and airlines, coordinating shipments
- Efficient transportation arrangements
- Managing and organizing company documents, ensuring accuracy and compliance
- Maintaining document filing systems.
- Ensuring version control and document security.
- Preparing reports, proposals, and presentations.

SUPERVISOR

ULTRA TECH CEMENT, ANDHRA PRADESH, INDIA | FEBRUARY 2021- APRIL 2022

- Report any issues or discrepancies related to materials, labor or work quality promptly to higher management.
- Keep detailed records of material usage to ensure the right quantities are being used. This can help in preventing wastage or theft.
- Organize and supervise the distribution of materials to the laborers, ensuring that they receive what they need, when they need it.
- Ensure compliance with company policies, procedures, and safety regulations.
- Handle conflict resolution and provide solutions to operational challenges

SOFT SKILLS

- Customs compliance
- Logistics coordination
- Export and import documentation
- International trade
- Effective Communication
- Organizational skills
- Time management
- Record-keeping & reporting
- Risk assessment & problem-solving

HARD SKILLS

- Microsoft Office
 - Excel
 - Word
- Outlook
- CRM(ERP)
- Leadership
- Communication skill
- Team play

LANGUAGE

- English
- Malayalam
- Tamil
- Hindi

HOBBIES

- Football player
- Traveling
- Badminton
- Reading books