

# CURRICULUM VITAE

## **JOB APPLICATION FOR LOGISTICS OPERATIONS EXECUTIVE**

Related Task Pricing, Customer Service, Documentation & Customs Clearance



**MOHAMMED NASIF**

### **CARRIER OBJECTIVE**

Experienced Logistics Operations Executive with expertise in Supply Chain and Logistics Management Operations. Proficient in data analytics, process optimization, and cost reduction strategies to enhance system efficiency and streamline operations. Skilled in coordinating global shipping services, ensuring timely and accurate execution of logistics processes. Committed to achieving operational excellence through collaboration and innovation, while continually expanding knowledge and skills in supply chain and logistics management.

### **ACADEMIC PROFILE**

- **Master of Business Administration (MBA)** | 2012-2014
- **Bachelor of Commerce (B. Com)** | 2009-2012

### **COMPUTER PROFICIENCY**

- M.S Office
- Tally ERP 9
- Flotilla Software
- QuickBooks

### **PERSONAL INFORMATION**

- Date of birth: 01-01-1989
- Nationality: Indian
- Sex: Male
- Marital status: Married

Job Applicant Name: MOHAMMED NASIF PM

Contact number: 0522113696

Email ID: [nazwaveso@gmail.com](mailto:nazwaveso@gmail.com)

Educational qualification: Master's Degree

Professional Experience: Over Eight years in Supply chain & Logistics Management Operations.

Holding UAE international LMV Driving License

Nationality: Indian

Languages known: English, Hindi, Malayalam

Location: Dubai, United Arabs of Emirates

### **PROFESSIONAL SUMMARY**

➤ **COMPANY: NEXEL LOGISTICS FZCO |Jan 2023- Present**

➤ Job Title: Pricing & Customer Service Executive

➤ Location: Jebel Ali Freezone, **Dubai UAE**

➤ **COMPANY: AGS LOGISTICS LLC |May 2019-Dec 2022**

➤ Job Title: Pricing, Customer Service Executive & Documentations with customs clearance

➤ Location: Dubai Main Land & Jebel Ali Freezone, **Dubai UAE**

➤ **ALLIED MAINTENANCE CO. | June 2014 -Jan 2017**

➤ Job Title: Procurement & Logistics Executive

➤ Location: KSA, Al Khobar

### **JOB RESPONSIBILITIES**

- Resolve client service and quality issues by coordinating with relevant teams.
- Support the sales team with operational insights, client inquiries, and proposal preparation.
- Prepare quotations based on incoterms (EXW, FCA, FOB, CFR/CIF, DAP, DDP, DDU).
- Oversee freight operations and ensure timely processing of import/export documentation.
- Manage import/export logistics for Sea (FCL/LCL), Air, Land, and Courier shipments.
- Review shipping documents, including Bills of Lading, Air Waybills, Commercial Invoices, Packing Lists, Certificates of Origin, and Delivery Advices.

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## **CORE SKILLS:**

- Vendor Management
- Cost-Saving Strategies
- Customer Service
- Pricing and Quotation
- 3PL (Third-Party Logistics) Management
- Problem-Solving and Troubleshooting
- Global Logistics Coordination
- Supply Chain Optimization
- Strategic Planning and Execution
- Negotiation and Contract Management
- Relationship Building and Client Retention
- Process Improvement and Efficiency
- Risk Management and Mitigation
- Analytical Problem-Solving
- Team Leadership and Collaboration

## **DECLARATION:**

To secure an opportunity where my experience and ability can produce an outstanding reward for both the organization and myself. I have self-confidence in my duty and assure you that if you have given an opportunity to prove my abilities and always will assist for the growth of the organization.

**MOHAMMED NASIF PM**

- Process BOE for JAFZA Transfers, Export, Import, and Transit shipments in Dubai Trade.
- Prepare Export shipment documents, including invoices, packing lists, delivery advice, HS code summaries, and certificates of origin.
- Handle VAT exemption documentation for Export shipments.
- Manage air shipment de consolidation via Calogi.
- Communicate delays and issues to maintain a client satisfaction rating above 90%.
- Coordinate logistics transactions via email and telecommunication.
- Resolve warehouse and carrier-related issues.
- Optimize warehouse and distribution center operations for efficiency and capacity.
- Manage transportation activities and logistics movements from origin to destination.
- Execute logistics plans to ensure timely delivery.
- Review freight rates and transportation costs for cost efficiency.
- Ensure quality standards are met throughout the logistics process.
- Collaborate with finance and team members on budgeting and fund allocation.
- Monitor project deadlines and progress to ensure on-time, on-budget delivery.
- Coordinate third-party providers and vendors for outsourced services.
- Oversee project delivery, ensuring specifications and quality standards are met.
- Prepare invoices, reports, and updates for clients and reporting heads.
- Gather and analyze customer feedback to evaluate satisfaction and project success.