

# MOHAMED AQTAS KABEER

## LOGISTICS DOCUMENTATION EXECUTIVE

### CONTACT

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### PROFILE

I am a dedicated with six month expirience in the field and aspiring logistics professional with a strong foundation in supply chain management and HR. Currently pursuing a BBA and having completed in advanced Diploma, I am keen on contributing to organisational success through effective documentation and compliance in logistics. My goal is to enhance operational efficiency and ensure accurate documentation

### SKILLS

- Freight Forwarding
- MS excel
- ATLP

### WORK EXPERIENCE

#### DOCUMENTAION EXECUTIVE INTERN

DGL clearing and forwarding, ABU DHABI MAY, 2024 -JULY,2024

#### DOCUMENTATION EXECUTIVE

DGL clearing and forwarding, ABU DHABI AUGUST ,2024 - FEBRUARY 2025

### EDUCATION

BBA HR Management  
JAIN University (2023 - Present)  
Logistics and supply chain management  
GIIMS, Kochin (2023)

### LANGUAGES

.ENGLISH  
.Malayalam  
.Hindi

- Managed Customs Clearance: Ensured compliance with customs regulations and facilitated smooth clearance of shipments.
- Documentation Management: Coordinated and maintained accurate documentation for customs clearance, including invoices, bills of lading, and certificates of origin.
- Logistics Optimization: Analyzed and improved logistics processes to reduce costs, increase efficiency, and enhance customer satisfaction.
- Tariff Classification and Calculation: Accurately classified goods and calculated tariffs to ensure compliance with customs regulations and minimize duty payments.
- Customs Regulations and Trade Agreements: Demonstrated knowledge of customs regulations, trade agreements, and international trade laws to ensure compliance and facilitate global trade.
- Invoice Attestation: Obtained attestation of invoices from MOFAIC (Ministry of Foreign Affairs and International Cooperation) to ensure authenticity and compliance
- Processed Bill of Entry: Prepared and submitted accurate Bill of Entry documents to facilitate customs clearance and ensure compliance with regulatory requirements.
- Transshipment Management: Coordinated and executed transshipment operations, ensuring seamless transfer of cargo between modes of transportation.