

# Mohammed Jaseem

| Business Bay, Dubai  
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## Objective

To leverage my knowledge of customs regulations, logistics, and trade compliance in ensuring efficient clearance of goods while minimizing delays and costs. I aim to contribute to the smooth flow of international trade by providing accurate documentation, coordinating with relevant authorities, and delivering excellent service to clients.

## Personal information

- Nationality: Indian
- Religion: Muslim
- Passport: R0158893
- Gender: Male
- Driving Licence: 233532
- Place: Dubai, United Arab Emirates
- Date of birth: Aug 30,1998
- Marital status: Single

## Education

### Calicut University

Bachelor of Travel and Tourism Management

2020

## Experience

### AW Rostamani Logistics LLC

Customs Clearance Clerk

2022 - 2023

Processed import and export documentation in compliance with UAE customs regulations and international trade standards.

Coordinated with customs authorities, freight forwarders, and clients to ensure timely clearance of shipments.

Handled duties related to bill of entry submissions, duty payments, and cargo release formalities.

Ensured accuracy of shipment documentation, including invoices, packing lists, and certificates of origin.

Addressed and resolved discrepancies or delays by liaising with relevant stakeholders.

Maintained up-to-date knowledge of customs procedures and regulatory changes to ensure compliance.

Contributed to improving operational efficiency by streamlining clearance workflows.

### Gargash Enterprises LLC

Customs Clearance Coordinator

2023

Coordinated and managed the customs clearance process for both imports and exports, ensuring compliance with UAE customs regulations and international trade laws.

Reviewed and prepared accurate documentation, including bills of entry, invoices, packing lists, and certificates of origin, to facilitate seamless cargo clearance.

Liaised with customs authorities, freight forwarders, shipping agents, and internal departments to resolve issues and minimize delays.

Monitored shipments and provided clients with regular updates on clearance status and delivery timelines.

Handled duty payments and ensured all regulatory requirements were met for customs clearance.

Stayed informed about changes in customs laws, tariffs, and procedures to maintain compliance and advise internal teams effectively.

Identified and implemented process improvements to enhance efficiency and reduce turnaround times for customs-related activities.

## Skills

Microsoft Office Suite

Email Management

Data Entry

File Management

## Language

English

Hindi

Malayalam

MOHAMMED JASEEM

*Jaseem*