

# MOHAMED AQTAS KABEER

LOGISTICS DOCUMENTATION EXECUTIVE

## CONTACT

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SHARJAH UAE

## 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 Kochip (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.
  - **Transhipment Management:** Coordinated and executed transhipment operations, ensuring seamless transfer of cargo between modes of transportation.