



ABDUL MUTHLEEF

DOCUMENTATION CLERK

CAREER SUMMARY

Detail-oriented and reliable logistics professional with hands-on experience in documentation handling and gate operations at BOXCARE DP World. Skilled in processing container documentation, coordinating gate-in/gate-out activities, and ensuring smooth yard operations. Adept at verifying shipping line acceptance, updating washing lists, managing inspection statuses, and facilitating container movement to terminals. Proven ability to work in fast-paced environments with accuracy and compliance to industry standards. Currently seeking a new opportunity in the same field to further grow and contribute within a dynamic logistics or shipping company.

PERSONAL DETAILS

Mobile No	0506949502
Email Id	anas101997@gmail.com
Marital Status	Single
Address	Dubai
Nationality	Indian
D.O.B	09/11/1997
Gender	Male
Visa Status	2027/01/06
Passport No	U8059938

COMPUTER SKILLS

- ❖ MS Office
- ❖ SAP S4 HANA
- ❖ Tracking & GPS System
- ❖ Microsoft 365
- ❖ Port Platforms
- ❖ MS Excel

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Tamil
- ❖ Hindi

KEY SKILLS

- ❖ Inventory Management
- ❖ Negotiation skill
- ❖ Port Operation
- ❖ Process Flow
- ❖ Kaizen Ideas
- ❖ MS Excel
- ❖ Time Management
- ❖ Vendor Coordination
- ❖ Analytical Thinking
- ❖ Problem Solving
- ❖ Container Management
- ❖ Team Collaboration

EXPERIENCE

Documentation Clerk | 09/2024 - Present

BOXCARE DP World | Dubai

KEY RESPONSIBILITIES

- Reviewed and verified shipping documents such as Acceptance Letters, Delivery Orders, and Inspection Reports.
- Maintained accurate records of container inspection results and updated the Platforms like ProMIS, MDT Web, IM User Management accordingly.
- Coordinated with shipping lines and agents to obtain missing or updated documentation.
- Prepared daily and weekly reports on container status, inspection lines, and pending documents.
- Managed documentation for container washing, repair status, and gate movement.
- Organized and archived physical and digital copies of all relevant documentation for audit and compliance.

Logistics Coordinator | 01/2022 - 01/2024

GODREJ & BOYCE | INDIA

KEY RESPONSIBILITIES

- Oversee the movement of raw materials, components, and finished goods to ensure timely and cost-effective delivery.
- Collaborate with the warehouse team to ensure efficient storage, handling, and stock rotation.
- Communicate and negotiate with suppliers, third-party logistics (3PL) providers, and freight forwarders to ensure timely delivery of materials.
- Coordinate regular stock checks and help ensure that inventory levels align with production schedules and customer demand.

ACADEMIC CREDENTIALS

2020 **B.COM with Travel & Tourism**
ST Claret College - INDIA

2016 **COMMERCE Business Mathematics**
Morning Star Hr. Sec School - INDIA

CERTIFICATION

- ❖ SAP in Finance & Controlling from TCDS Computer Education, 2023
- ❖ Tally ERP 9 with GST from TCDS Computer Education, 2022
- ❖ DIFA Certification from TCDS Computer Education, 2022

ACHIVEMENTS

- ❖ Winners in College University Football Championship
- ❖ Top Performer in providing Kaizen for continuous improvement at Godrej & Boyce