

# MOHAMED UMAR FAROOK H

Logistics & Customs Clearance Executive

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## Objective

To contribute as a team member to a lively work environment focused on promoting business growth by providing better worth and service.

## Strength

- Experienced in **Dubai Trade** for handling customs clearance and regulatory compliance.
- Strong knowledge of **Dubai Ports** and **Jebel Ali Port** logistics.
- Air and sea freight operations expertise.
- Inventory and supply chain management.
- Proficient in **Calogi** for air cargo management and digital logistics processes.
- Superb Coordination & Communication Skills
- Proactive, Result-driven, Service-oriented
- Excellent Team Spirit Capabilities
- High Sense of Commitment & Responsibility
- Flexible in nature with positive attitude

## Work Experience

**Logistics Assistant,**

**Patchi LLC.**

**DUBAI -UAE.**

**Dec 2022 – Nov 2024**

**Customer Service and Customs Clearance Executive**

**Al Suqry for Air cargo services co L.L.C- Deira**

**DUBAI -UAE.**

**NOV 2024 – Current**

### Responsibilities:

- Receiving copy documents from customer and cross checking all the documents and enter in system for follow ups.
- Prior to arrival of the shipment, coordinating with shipping lines for delivery order collection.
- Preparing/arranging necessary approvals/permits (MOFAIC/DE/MOFA/COO).
- Passing BOE for all types of import, export, temporary admission, Transfers.
- Billing to customer after successful clearance and follow up payments.
- Coordinating with customer executives for allocation & preparing invoices, packing list, COO, BL for local deliveries & Export documentation.
- Submission of original documents to customs within a time frame.
- Initiating payments for shipping lines & transportation based on agreement made.
- Submitting job files to accounts for billing once the job is completed.
- Submission of exit papers for duty claim after delivery of the shipment

**Responsibilities:**

- Monitoring shipment movements from supplier to consignee warehouse.
- Arranging freight for FOB & EXW shipments after best rate & services comparison between multiple shipping liners.
- Verifying draft documents prior to getting original documents from supplier & through bank.
- Coordinating with shipping lines & agents for collection of delivery order.
- Keeping soft copy of original documents in database and filing duplicates of shipping documents
- Initiating payments for shipping lines & transportation based on agreement made.
- Scheduling delivery of the shipments to warehouse by arranging transportation one day before.
- Preparation of cost sheet and sent for approvals.
- Listening with divisions head, finance manager & supply chain manager to obtain necessary approvals for clearance & extra charges (damages, plug in charges) if any.
- Sending daily reports to the management as well as monthly reports.

**Computer Skills & Certificates**

- MS Office (Excel, Outlook, Word)
- Diploma In Consignment Tracking Executive

**Educational Qualifications****Bachelor's of Commerce BCOM – INFORMATION SYSTEM MANAGEMENT**

Jun 2019 – Apr 2022

The New College, Chennai, Tamil Nadu.

Madras University, India.

**Personal Details**

Date of Birth	: 11-12-2001
Nationality	: Indian
Marital Status	: Single
Language	: English, Tamil, Malayalam & Hindi
Current Place	: Dubai, United Arab Emirates
UAE Driving License	: Light vehicle

**Declaration**

I hereby declare that all the above-mentioned information given by me is true and correct to the best of my knowledge and belief.

(MOHAMED UMAR FAROOK H)