

# Mohammed Razvi Shaik

## Import and Export Coordinator

 razvism55@gmail.com

 +971 55 583 9427

 Dubai - UAE

 22 Feb 1993

 LMV Automatic

 M7791951



## Profile

Seeking and retaining a full-time position that offers professional challenges while requiring strong interpersonal skills, excellent time management, and problem-solving capabilities. Effective import and export coordinator with extensive experience in logistics and international trade, able to coordinate import and export activities, customs clearance, and freight forwarding. Successfully managed multiple projects and established strong stakeholder relationships.

## Professional Experience

### Import and Export Coordinator

Element Middle East llc

Mar 2021 – present

DUBAI, UAE

- Coordination and oversight of supply chain operations.
- Ensured proper documentation was completed prior to customs clearance of shipments at ports of entry or exit.
- Regular hands-on experience with the Dubai trade platform (Mirsal II, Dubai Chamber, MOFAIC Attestation, MOIAT, Inspection Compliance, DP Gate-Pass, and Designating Haulers), which enables quick and simple retrieval of containers from ports and supports cross-docking of warehouses.
- Regular checks are performed to ensure that the costing for shipments from all international imports is completed.
- Issues an export letter of credit, accepts payments, and notifies exporters that the LC's covering a shipment of merchandise has been issued.
- Negotiated freight rates with shipping companies to reduce costs associated with imports and exports.
- Processed documents, including bills of lading, invoices, and other import and export-related paperwork.
- Coordinated and monitored the shipment of goods to ensure timely delivery.
- Provided customers with information about product specifications, availability, cost, and delivery dates.
- Inspected received items to reconcile against invoices to record shortages and reject damaged goods.
- Collaborated with internal departments such as purchasing, accounting, and logistics in order to facilitate successful import and export operations.
- Maintained detailed records of all imported and exported products.
- Prepared reports summarizing import and export activity for management review.

### Data Entry Operator

Element Middle East llc

Jun 2019 – Feb 2021

Dubai, UAE

- Completing data entry tasks with accuracy and efficiency.
- Scanned documents were saved in a database to keep records of essential organizational information.

- Preparing invoices according to the outlets of Carrefour, LULU, Nesto, and local markets using Sage ERP software.
- Coordinating with the sales team and warehouse team for delivery of the goods to various retail stores.
- To be extra active and cautious when the company has introduced any promotional offers to customers.
- Confirming and validating the price and discount agreed upon between management and vendors for various products.
- Preparing service reports for various outlets whose products are under warranty.
- Preparing a sales report in a month and submitting it to the accounts team and manager.

## Education

---

### **Bachelor of Computer Application**

*Bangalore University*

2015

Bangalore, Karnataka

## Skills

---

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity
- Manage control over task completion within the time frame.
- Regular Hands-on experience with Sage ERP, Dubai Trade, DP World, MOFAIC, MOIAT & MS Excel.
- Multitasking abilities and teamwork
- Preparing shipping documents for import and export consignments.
- Transportation Coordination & Shipment monitoring

## Languages

---

English | Urdu/Hindi | Kannada

## Declaration

---

I hereby declare that all the above details are true to the best of my knowledge and belief.

**Mohammed Razvi**