



SELMAN PAYIS

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SUMMARY

Highly skilled logistics coordinator with two years of experience working with diversified teams. Looking for a position as a Logistics Coordinator in a collaborative environment that provides opportunities for advancement and assists in upgrading my skills. To make a positive contribution as part of a dynamic and well reputed organization.

WORK EXPERIENCE

TARGET CUSTOMS BROKER LLC

Jan 2023 - Present

Operations Executive- Sea freight

- Proficiency in Dubai Trade, Mirsal-II, and MOFAIC, along with managing export documentation and operations across various shipping lines and freight forwarders. .
- Extensive experience in customs clearance and operations, including all documentation and procedures related to the bill of entry.
- Strong ability to handle multiple tasks efficiently and thrive under pressure. Keen attention to detail and a commitment to maintaining high standards.
- In-depth knowledge of NVOCC sea export operations, complemented by effective communication skills focused on documentation processing and filing export manifests in Dubai Trade.
- Excellent communication and negotiation skills for dealing with vendors, shipping lines, and customers
- Good communication, influencing and organization skills.
- Monitor and report on shipment status, resolving any issues that may arise during transit
- well knowledge about customs clearance , Transportation Planning and ensure to place on time

Smart Plus Cargo DAFZA

Assistant Logistics Coordinator

Oct 2022 - Jan 2023

- Have good knowledge about DAFZA procedures & required documentation through Dnata Calogi portal.
- Provided excellent customer service by responding promptly to inquiries via phone or email

EDUCATION

Bachel degree in aviation and logistics

Yenepoya University Karnataka, India

Aug 2019 - July 2022

Diploma in Computer Science

GHSS Kerala, India.

May 2016 - June 2019

ADDITIONAL INFORMATION

- **Skills:** Customer service, Software Proficiency, Critical Thinking Communication Skills, Problem Solving , Negotiation Skills, Customs clearance process.
- **Languages:** English, Hindi, Malayalam (Native), Tamil, Kannada, Arabic (reading and
- **Certifications:** Bachelo degree in Aviation and Logistics
- **Awards/Activities:** College level football champions, etc...