

# Sanjeed Muhammed Ali

Customs clearance executive

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## SUMMARY

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Dedicated and detail-oriented Customs Clearance Executive with over 2 years of experience in logistics and international trade operations. Expertise in import/export documentation, customs compliance, and optimizing clearance processes to enhance supply chain efficiency. Proven ability to collaborate with cross-functional teams, reduce errors, and streamline documentation procedures. Skilled in customer satisfaction, problem-solving, and multi-tasking in fast-paced environments. Recognized as 'Best Employee of the Month' for delivering exceptional results. Committed to driving operational excellence and contributing to seamless global trade operations.

## WORK EXPERIENCE

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### Custom Clearance Executive

Sindhu Cargo Services Pvt Ltd

Bengaluru, India

- Tasks Import & export documentation. Checklist preparation. Oversee the preparation & submission of accurate customs documentation reducing errors & delays in customs clearance. Implement efficient custom clearance processes, resulting in a reduction in clearance time & improved overall supply chain efficiency. Collaborate with cross-functional to streamline documentation procedures, reducing paperwork errors.

### Data Entry Executive

Karvy Data Management Service LTD

India

- Tasks Entering customer & account data from source documents within time limits. Compiling, verifying accuracy & sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors correcting any incompatibilities & checking output.

### Manager

South Syndicate & Duplay

India

- Tasks Develop business strategies to raise customer pool, expand store traffic & optimize profitability. Meet sales goals by training, motivating, mentoring & providing feedback to sales staff. Ensure high levels of customer satisfaction through excellent service. Report on buying trends, customer needs, profits, etc.

## EDUCATION

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### Bachelor in Business Administration

Priyadarshini Arts & Science College India

- BBA courses provide information and training in business management and administration by instilling managerial and entrepreneurial abilities in management aspirants from any discipline such as Science, Arts.

### Diploma in Logistics & Supply Chain Management

Sindhu Cargo Service Pvt Ltd Bangalore , India

- Logistics focus on the efficient and cost-effective delivery of goods to the customer. Supply chain management controls the development of raw materials into finished goods that move from the supplier to producer to warehouse to retailers and/or consumers. The term logistics originated with the military.

## CERTIFICATIONS

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### CERTIFICATE IN DIPLOMA LOGISTICS

### CERTIFICATE IN BACHELOR IN BUSINESS ADMINISTRATION

## AWARDS

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### BEST EMPLOYEE OF THE MONTH

## SKILLS

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**Documentation** Custom Clearance Checklist, Import & Export Documentation, Data entry

**Supply Chain** Supply Chain Management

**Soft Skills** Quick Learner, Critical Thinking, Excellent Team Working, Efficient Multi Tasking, Problem Solving

**Management** Sales Executive Management, Data entry, Coaching, Leadership, Workforce Development, Performance Development Planning

**Customer Service** Customer Satisfaction, Development Planning