



MOHAMED RIZWAN

Pricing and Operation – Freight Forwarding & Logistics

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Dubai, City in the United Arab Emirates

ABOUT ME

EDUCATION

BHARATHIDASAN UNIVERSITY

HSC AND SSLC BOARD
2018–2021

KHADIR MOHIDEEN BOYS HR. SEC SCHOOL

Bachelor of Business Administration
2015 – 2018

SKILLS

- Advertisement Making
- Digital Marketing
- Negotiation
- Critical Thinking
- Communication Skills
- Public Relations
- Teamwork
- Shipping software

LANGUAGE

- English
- Tamil

WORK EXPERIENCE

FREIGHT XPERT™ XPERT LOADER SHIPPING LLC

2024 – PRESENT

- OPERATION AND PRICING
- Freight Forwarding Operations – Import & Export (Sea & Air)
 - Dubai Trade Documentation Handling
 - MBL / HBL Manifesting & D/O / NOC Issuance
 - BOI / Invoice Upload in Dubai Trade Portal
 - Container tracking in Dubai Trade
 - EDI Preparation using Fresa Software
 - Cargo Arrival Notice (CAN) Preparation & Sharing
 - Vessel Schedule & Space Confirmation
 - Freight Negotiation & Costing
 - Customer Relationship & Follow-up
 - Principal Container Handling (Empty & Damage Management)
 - Ex-Works, Door-to-Door Shipment Handling
 - DG (Dangerous Goods) Shipment Handling
 - Coordination with Shipping Lines & Agents
 - Preparing Quotations & Rate Matrix
 - Preparing sea and air freight quotes for FCL, LCL, and air shipments
 - Coordinating with carriers and agents to get best rates
 - Supporting sales team with quick and competitive pricing
 - Handling customer inquiries and rate negotiations
 - Working with operations to ensure smooth shipment process
 - Documentation & System Updates
 - Strong Communication & Email Handling
 - Switch BL Handling

Software Knowledge:

- Dubai Trade Portal
- Fresa Technologies
- Blue Logis
- Tally Prime
- MS Office Tools

FREIGHT XPERT LOGISTICS PRIVATE LIMITED

DOCUMENTATION AND OPERATION

2022 - 2024

- Offering our customers the best rates required for their shipment.
- Filing the rates with main lines such as MSC, Maersk, CMA-CGM, and Hapag-Lloyd.
- Booking shipments online for carriers such as CMA CGM, Evergreen(GreenX), Hapag Lloyd, Unifeeder, and other major NVOCC companies.
- Transferring the workflow to my documentation team.
- Managed cross-country shipments, ensuring efficient coordination and timely delivery.
- Prepared and issued House Bill of Lading (HBL).
- Submitted shipping details on Evergreen (ShipmentLink) , CMA CGM, MAERSK, and NVOCC portals.
- Corrected MBLs as required.
- Issued BLs to customers.
- Handled switch BL shipments, ensuring accuracy and compliance with documentation requirements.
- Oversaw door-to-door shipments, including pricing strategies to optimize cost-effectiveness and customer satisfaction.
- Collecting rate requirements from agencies such as GLA DF Alliance, FIATA and JC Trans.
- Designing advertisements to enhance sales.
- Reporting to my sales head.
- I have completed 100+ freight forwarding shipments.
- Shipping software agency blue logis & Tally prime

FREIGHT MODAL SHIPPING AND LOGISTICS PRIVATE LIMITED

Accountant

2021 to 2022

- Assisted in the preparation of financial statements, including balance sheets, income statements, and cash flow statements. terms
- Conducted monthly bank reconciliations and resolved discrepancies to ensure accurate financial records.
- Assisted in the implementation of an automated billing system, improving accuracy and efficiency in client invoicing.
- Experience in supporting annual audits by ensuring documentation accuracy, addressing queries, and implementing audit recommendations.
- Managed end-to-end payment processing, including receipt, verification, and recording of payments.
- Managed accounts payable and receivable functions, ensuring accurate and timely processing of invoices and payments.
- Preparation of workings on GST payable & receivable
- Assisted in the preparation audit files, ensuring proper documentation and organization of relevant records.
- Managed financial operations for the logistics department, overseeing Budgeting, cost analysis, and financial reporting.
- Prepared monthly logistics performance reports for management analyzing and freight costs.
- Shipping software Tally prime