



MOHAMMED IRFAN

LOGISTICS COORDINATOR



Contact

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 Deira, Dubai, UAE



Education

BBA in Airport Management.
Bharathiar University
2018 - 2021

Skills

- Customer service
 - Documentation
 - Import / Export Operations
 - Pricing
 - Supplier Negotiations
 - Transportation
 - Warehouse Management
 - Tally ERP
 - MS Office



About Me

To secure a challenging position in a reputable company where I can leverage my professional skills, experience, and knowledge to contribute to the organisation's success. I aim to utilize my abilities to add value to the company while fostering my personal and professional growth.



Work Experience

SUTHERLAND GLOBAL SERVICES FOR C.H.ROBINSON
LOGISTICS SENIOR ASSOCIATE 2023 -2024

SSK SMART MOVE LOGISTICS

OPERATION EXECUTIVE

2022 - 2023



Roles & Responsibilities

FREIGHT FORWARDING AND CUSTOMS CLEARANCE OPERATIONS

- Coordinated with importers, exporters shipping lines, and **Freight Forwarders** to facilitate **Customs clearance** and timely delivery.
 - Managed Sea and Air Import / Export Operations, tracking vessels and flights to provide Real-time status updates to clients.
 - Negotiated competitive carrier rates to lower transportation costs while ensuring reliable and efficient services.
 - Oversaw FCL and LCL shipments, coordinating timely operations and facilitating smooth logistics.
 - Released Electronic Delivery Orders (EDO) and worked with Container Freight Stations (CFS) to ensure seamless clearance.
 - Optimized warehouse and fleet operations, improving efficiency, Reducing costs, and maintaining proper inventory levels

DOCUMENTATION

- Ensure accurate completion of **Import/Export documentation** including declaration, invoice, manifest **Shipping Bill** and **Bill of entry filing** to ensure **compliance**
 - Handled **Invoicing**, document closure, and maintained detailed **compliance records** for all transactions and deliveries.
 - resolved **Customs clearance issues**, such as discrepancies or missing documents, while adhering to compliance regulations.

CUSTOMER SERVICE

- Delivered excellent customer service by **Resolving inquiries, providing updates**, and ensuring a **Seamless client experience**.
 - Built and maintained **Strong supplier relationships** to enhance **service reliability** and reduce costs.



CORE COMPETENCIES

- Problem Solving
 - Decision Making
 - Communication
 - Critical Thinking
 - Calm Under Pressure
 - Team Work
 - Organised
 - Leadership
 - Tally
 - MS Office