



MOHAMED SUGAYL RASHEETH

LOGISTICS SUPPLY CHAIN

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Professional summary

Supply Chain Management with more than 3years of progressive work exposure in cargo management, logistics Industry. Operations, import & export coordination and administration. Have worked in cargo services industry demonstrating excellent skills and keen attention to details, good work ethics, time management and logistical planning skills. Seeks a challenging role within supply Chain/ Third Party Logistics to share and enrich gained knowledge and expertise.

Work history

Nov 2023 - Current	AVANTGARDE LOGISTICS LLC – Jebel Ali Free zone Logistics Co Ordinator	Dubai
	<ul style="list-style-type: none">❖ Processing customs Bill of entry for shipment import, export, transfers and land clearance.❖ Knowledge of Free zone, GCC Countries, and cross-stuffing Documentation.❖ Follow up the Import and Export documents submission for Dubai Customs.❖ Maintain Exit Entry online claim submission tracker.❖ Shipping line instructions submitting to the shipping lines. preparing authorization letter and arranging the DO collection.❖ Manage and co-ordinate logistics including arranging transport, storage, delivery and arranging administration between suppliers and customers.❖ Worked with department heads to determine requirements for Operations activities.❖ Inform customer of shipment status (readiness of shipment, information from Supplier).❖ Booking and arranging Customs Inspection, DP World gate pass on time.❖ Prepare customs Documentation (Inspection Booking, Printing Exit Documents)❖ Claim and refund Deposit when required (Through Online).❖ Ensure that the customers are having enough documents to clear the shipment by verifying the HS Code requirement with Customs team.❖ Assist to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port.❖ Assist to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port.❖ Manage archiving of completed shipment files and maintain record keeping.❖ Coordinating with transport department of the organization to ensure timely delivery of the consignment to the clients.❖ Coordination with agent to arrange the border clearance documents from consignee end.❖ Booking and arranging Customs Inspection, DP World gate pass on time.❖ Analyze all operations and forward suggestions for improvement to the manager.	

<p>July 2021</p> <p>-</p> <p>Sep 2023</p>	<p>FAST LOGISTICS CARGO LLC – DAFZA</p> <p>Operations Executive</p> <ul style="list-style-type: none"> ❖ Proficient in E-MIR SAL 2 / DUBAI TRADE / MOFA ATTESTATION. ❖ Monitoring and managing day to day operational activities for key clients- Import / Export and transportation. ❖ Well known about Dubai trade AE-CODE renewal. ❖ Daily report preparing and assigning duties. ❖ Customs claim refund taking and maintaining the SG accounts. ❖ Coordinating and monitoring of supply chain operations and coordinates with origin agents and follow up the shipment status to ensuring no delays /issues on arrival. ❖ Responsible for job closing and invoicing. ❖ Continues follow up and track the shipment status and deliver on time. ❖ Shipping instructions submitting to the shipping lines. preparing authorization letter and arranging the DO collection. ❖ Inform customers, if the items are required any specific permits to import in UAE ❖ Knowledges of land freight clearance. ❖ Knowledge of land freight border documentation. ❖ Arranging the transportation Import/Export to GCC shipment. ❖ Preparing monthly report for operations clearance. ❖ Coordination with agent to arrange the border documents from consignee end. 	<p>Dubai</p>
<p>Sep 2020</p> <p>-</p> <p>July 2021</p>	<p>FIRST PRIORITY CARGO LLC – Saif Zone</p> <p>Operations Executive</p> <ul style="list-style-type: none"> ❖ Cargo receiving to our warehouse taking volume on time and update the manifest. ❖ Coordinating to team work cargo receiving in warehouse from local market. Daily operating charter flight Sharjah to Lagos. (Ethiopian Airlines). ❖ Maintain Exit Entry online claim submission tracker. ❖ Booking and arranging Customs Inspection, DP World gate pass on time. ❖ Tracking the Document Submission for Import and Export on Dubai Trade and Submitting the Documents in Customs. ❖ We are weekly planning KQ shipment transfer to Saif Zone. 	<p>Sharjah</p>
<p>June 2018</p> <p>-</p> <p>May 2019</p>	<p>TOUCH N CHILL AIR CONDITIONING</p> <p>Site Engineer</p> <ul style="list-style-type: none"> ❖ Experience in managing Site operation with key focus on the optimal utilization of the resources. ❖ Responsible for day-to-day planning jobs in ERP for work order, sales order and project quotation. ❖ Preparing master project plan and align the project execution with related to other service. ❖ Preparing project costing and estimation for equipment and materials. ❖ Include supporting and planning the day-to-day operations of payroll and benefits, administration of the hiring process records. ❖ Making sure project execution as per approved design and approved materials, providing technical support on drawing interpretation, equipment installation etc., ❖ Preparation bill of quantity (indoor and outdoor unit, ducts, diffuser, grills, copper). 	<p>Tamil Nadu-India</p>

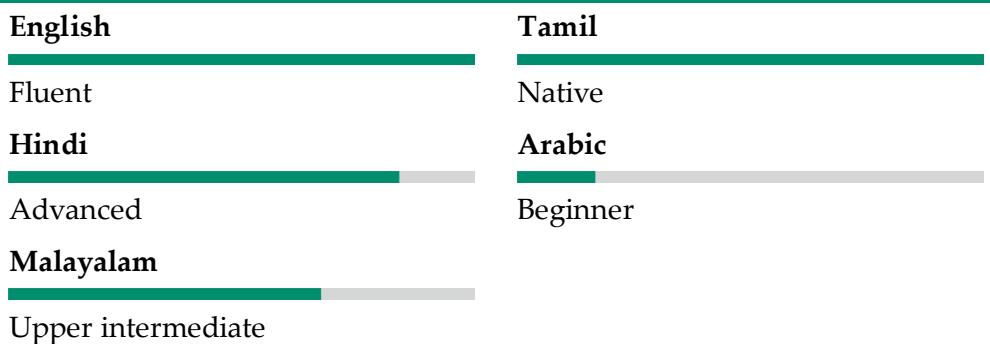
Skills

- Supply chain management
- Customs Documentation & Compliance
- Ability to embrace new technology
- Interpersonal skills
- Dubai Trade
- UAE Free zone knowledge.
- Knowledge of JBM software
- Freight Forwarding
- ERP System
- Customs Compliance
- Time management & Team
- MOFAIC APPROVAL

Education

July 2014	M.I.E.T Engineering college	Tamil Nadu, India
-	Bachelor's degree: BE Mechanical Engineering	
April 2018		

Languages



Personal Information

- Visa Type: Employment
- Date of birth: 09/19/1996
- Nationality: Indian
- UAE valid license