



# MOHAMED AQTAS KABEER

## LOGISTICS DOCUMENTATION ADMINISTRATOR

**Address :** United Arab Emirates  
**Phone :** 971 56 543 4362  
**Email :** [mohammedaqtas@gmail.com](mailto:mohammedaqtas@gmail.com)  
**Linkedin :** [LinkedIn: mohamed-aqtas](#)

### SUMMARY

Logistics and supply chain documentation professional with hands-on experience in customs clearance, trade compliance, and international freight forwarding. Proven track record in ensuring 100% documentation accuracy and regulatory compliance. Adept at using ATLP and MS Office tools for efficient operations. Committed to streamlining logistics processes and reducing errors to enhance shipment success.

### WORK EXPERIENCE

- Logistic Documentation Administration**Aug 2024 – Feb 2025  
DGL Clearing and Forwarding LLC – India (Back Office – Abu Dhabi Support)
  - Managed customs clearance for 200+ international shipments, reducing delays by 15%.
  - Prepared accurate shipping documents (invoices, BoLs, certificates of origin).
  - Processed 500+ Bills of Entry, minimizing tariffs by 10% through correct HS coding.
  - Coordinated with 25+ suppliers and customs officers, improving turnaround time by 20%.
  - Used ATLP software to automate workflows, boosting documentation efficiency by 30%.
- Logistic Documentation Administration (Internship)**May 2024 – Jul 2024  
DGL Clearing and Forwarding LLC – India (Back Office – Abu Dhabi Support)
  - Supported the documentation team in preparing and verifying logistics paperwork.
  - Ensured adherence to customs and trade regulations.
  - Participated in invoice attestation processes with MOFAIC.

### EDUCATION

- Bachelor of Business Administration (BBA) – Human Resource Management**2023 – Ongoing  
JAIN University
- Advanced Diploma in Logistics and Supply Chain Management**2023  
GIIMS, Cochin

### KEY ACHIEVEMENTS

- Achieved 100% compliance with international trade regulations.
- Reduced documentation errors by 35% through quality control measures.
- Resolved 98% of shipping discrepancies, preventing financial and operational losses.
- Improved coordination between logistics partners and regulatory bodies.

CORE COMPETENCIES	TECHNICAL SKILLS	LANGUAGES
<ul style="list-style-type: none"><li>Customs Documentation &amp; Clearance</li><li>Freight Forwarding Operations</li><li>ATLP Software Proficiency</li><li>Inventory Management</li><li>Tariff Classification &amp; Calculation</li><li>International Trade Compliance</li><li>Invoice Attestation (MOFAIC)</li><li>Communication &amp; Negotiation</li><li>Time Management &amp; Problem Solving</li><li>Leadership &amp; Team Collaboration</li></ul>	<ul style="list-style-type: none"><li>MS Office Suite (Excel, Word, PowerPoint)</li><li>ATLP (Advanced Trade &amp; Logistics Platform)</li></ul>	<ul style="list-style-type: none"><li>English</li><li>Hindi</li><li>Arabic</li><li>Malayalam</li></ul>