

MOHAMMED SHANIF

Logistics Executive



SUMMARY

Dynamic Logistics Officer with 3 years managing logistics operations documentations, and tactical levels to estimate resources required for efficient projects. Proven track record of securing impactful resource allocation. Diligent and dedicated to handling numerous duties in ever-changing environments.

PROFILE

- ◆ Nationality :Indian
- ◆ Mobile : +971 589600320
- ◆ Gmail : Shanif6739@gmail.com
- ◆ Address: Dubai ,UAE
- ◆ Birth Date :27-10-1995
- ◆ Gender : Male
- ◆ Language :English, Malayalam, Hindi
- ◆ Martial Status : Married
- ◆ Driving License :UAE

EDUCATION

University of Kannur

Bachelor Of Commerce (B.COM)
2014 – 2017

PROFESSIONAL SKILLS

- SAP
- MS office
- MOFA
- DUBAI TRADE
- Outlook
- Risk assessment

Activities

- Teamwork
- Decision Making
- Leadership Quality & management
- Time management
- Adaptability

PROFESSIONAL EXPERIENCE

Logistics Executive

SIGNTRADE INTERNATIONAL FZCO. | 2023 - Present

- ◆ Processing all customs documentation in Dubai Trade web portal and provide PRO services
- ◆ Preparing Commercial Invoice, Packing List and Delivery Advice for material movements from Jebel Ali (SAP)
- ◆ Performing and implementing all custom clearance activities such as following upcoming shipment, documents transactions and day-to-day related activities in accordance with the objectives, policies and procedures
- ◆ Expert knowledge in Dubai trade and on-time submission of customs documents
- ◆ Monitor container arrival status at port and make suitable arrangement to clear consignment on time to avoid port storage, detention and demurrage charges
- ◆ Communication with Dubai Customs & Port Authorities
- ◆ Requesting for DO in Dubai trade portal.
- ◆ MOFA attestation.

Logistics Assistant

WORLDNET LOGISTICS LLC, DUBAI | 2020 - 2022

- ◆ Expert in Complete Logistics Process
- ◆ Supervised logistics functions and operations
- ◆ Processing all customs documentation in Dubai Trade web portal
- ◆ Managed daily shipments to customer as per quality standards
- ◆ Performed distribution services based on local and international regulations
- ◆ Handling the Job requirements for Import and Export Shipments
- ◆ Performing and implementing all custom clearance activities such as following upcoming shipment, documents transactions and day-to-day related activities in accordance with the objectives, policies and procedures.
- ◆ Communication with Dubai Customs & Port Authorities and document submission in Customs
- ◆ Arranging Land Transportation and Gate pass preparation
- ◆ Business code creations and code renewal in Dubai Trade online portal

General Accountant

CANNANORE CONCORDE TRAVELS, KANNUR, INDIA. | 2018 - 2020

- ◆ Preparation Periodic Trial balance, Income Statement and Balance sheet by using Tally
- ◆ Processed company documentation such as invoices cheques.
- ◆ Bank Reconciliation and verification of online payment. calls, responding to emails, and preparing correspondence
- ◆ Laise with client in order to ensure that their needs were met and their accounts were handled satisfactorily.
- ◆ Regular follow up of the receivables and Petty cash Handling
- ◆ Check the net due date of payments / PDC's as per approved credit limit.