



# NAUFAL AHAMED

OPERATION EXECUTIVE

## OBJECTIVE

Seeking a position to utilize my skills and abilities in the industry that offered professional growth while being resourceful, innovative and flexible. I will use my full caliber to increasing customer satisfaction and thereby enhancing my company's reputation.

## EXPERIENCE

Dar Al Hudah Clearing Forwarding LLC-Tamil Nadu, India

Import operation executive:

02/2023 - 03/2024

### Job responsibilities

- Handling Inquiries Respond to customer queries regarding shipping schedules, delivery times, and logistics solutions.
- Receiving prealerts from the customers and verifying the documents based on the Dubai customs required. Further notify the customers if any discrepancies on the documents.
- Following up of arrival of air and ocean cargo with respective Airlines, Liners or freight forwarders and confirm the same to the clients.
- Coordinate with clients and origin agent for necessary documents for Customs clearance.
- Arranging the delivery order collection based on the shipment ETA.
- Application for Invoice attestation in MOFA for the required invoices.
- Making a DO auhorization letters various shipping line.
- Processing the Bill of Entry Via Dubai trade Portal (Mirsal II ).
- Applying for regulatory permits based on the Hs code such as Dubai municipality permit etc.
- Applying for the DPW payments such as THC, TLUC DPC
- Nominating the approved Haulier for a container from the port.
- Updating the daily tracker for the customs record purpose.
- Booking various expenses / charges and invoices for client in the ERP system.

## EDUCATION

### Bachelor of Commerce in General :

Jamal Mohamed college of arts and science - Trichy, India.

### Diploma In Logistics Operations And Supply chain Management :

SCM HUB International Logistics Business School - Kochi, India.



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## PROFILE

Location AL Baraha, Dubai-UAE

### Email

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### Mobile

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D.O.B : 27 MARCH 2001

Visa Status : Visit Valid till OCT 04 2024

Nationality : Indian

## SKILLS

- Customs clearance
- Logistics Management
- Dubai Trade
- Mirsal II
- customer serrvice
- Digitally Proficient
- Microsoft outlook, Excel and Powerpoint

## LANGUAGES

- English
- Tamil
- Malayalam

## CERTIFICATIONS

- Sap in Material Management
- Microsoft Excel specialist
- Distribution and logistics Management