



MOHAMMED IRFAN

LOGISTICS COORDINATOR



Contact

+971528250457

hajimohammedirfan@gmail.com

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 organisations 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