



MOHAMED RIZWAN

Pricing and Operation – Freight Forwarding & Logistics



+971 50 805 3866



rizwanmahamed@gmail.com



Dubai, City in the United Arab Emirates

EDUCATION

BHARATHIDASAN UNIVERSITY

HSC AND SSLC BOARD
2018–2021

KHADIR MOHIDEEN BOYS HR. SEC SCHOOL

Bachelor of Business
Administration
2015 – 2018

SKILLS

- Advertisement Making
- Digital Marketing
- Negotiation
- Critical Thinking
- Communication Skills
- Public Relations
- Teamwork
- Shipping software

LANGUAGE

- English
- Tamil

ABOUT ME

Pricing & Operations Executive with two to three years of pioneering experience in the Shipping & Logistics field. My expertise spans across Documentation, Invoicing, Pricing, Sales Analysis Reports, Pre-alerts, Operations, and Negotiation

WORK EXPERIENCE

FREIGHT XPERT™ XPRT LOADER SHIPPING LLC

2024 – PRESENT

OPERATION AND PRICING

- Freight Forwarding Operations – Import & Export (Sea & Air)
- Dubai Trade Documentation Handling
- MBL / HBL Manifesting & D/O / NOC Issuance
- BOI / Invoice Upload in Dubai Trade Portal
- Container tracking in Dubai Trade
- EDI Preparation using Fresa Software
- Cargo Arrival Notice (CAN) Preparation & Sharing
- Vessel Schedule & Space Confirmation
- Freight Negotiation & Costing
- Customer Relationship & Follow-up
- Principal Container Handling (Empty & Damage Management)
- Ex-Works, Door-to-Door Shipment Handling
- DG (Dangerous Goods) Shipment Handling
- Coordination with Shipping Lines & Agents
- Preparing Quotations & Rate Matrix
- Preparing sea and air freight quotes for FCL, LCL, and air shipments
- Coordinating with carriers and agents to get best rates
- Supporting sales team with quick and competitive pricing
- Handling customer inquiries and rate negotiations
- Working with operations to ensure smooth shipment process
- Documentation & System Updates
- Strong Communication & Email Handling
- Switch BL Handling

Software Knowledge:

- Dubai Trade Portal
- Fresa Technologies
- Blue Logis
- Tally Prime
- MS Office Tools

FREIGHT XPERT LOGISTICS PRIVATE LIMITED

DOCUMENTATION AND OPERATION

2022 - 2024

- Offering our customers the best rates required for their shipment.
- Filing the rates with main lines such as MSC, Maersk, CMA-CGM, and Hapag-Lloyd.
- Booking shipments online for carriers such as CMA CGM, Evergreen(GreenX), Hapag Lloyd, Unifeeder, and other major NVOCC companies.
- Transferring the workflow to my documentation team.
- Managed cross-country shipments, ensuring efficient coordination and timely delivery.
- Prepared and issued House Bill of Lading (HBL).
- Submitted shipping details on Evergreen (ShipmentLink) , CMA CGM, MAERSK, and NVOCC portals.
- Corrected MBLs as required.
- Issued BLs to customers.
- Handled switch BL shipments, ensuring accuracy and compliance with documentation requirements.
- Oversaw door-to-door shipments, including pricing strategies to optimize cost-effectiveness and customer satisfaction.
- Collecting rate requirements from agencies such as GLA DF Alliance, FIATA and JC Trans.
- Designing advertisements to enhance sales.
- Reporting to my sales head.
- I have completed 100+ freight forwarding shipments.
- Shipping software agency blue logis & Tally prime

FREIGHT MODAL SHIPPING AND LOGISTICS PRIVATE LIMITED

Accountant

2021 to 2022

- Assisted in the preparation of financial statements, including balance sheets, income statements, and cash flow statements. terms
 - Conducted monthly bank reconciliations and resolved discrepancies to ensure accurate financial records.
 - Assisted in the implementation of an automated billing system, improving accuracy and efficiency in client invoicing.
 - Experience in supporting annual audits by ensuring documentation accuracy, addressing queries, and implementing audit recommendations.
 - Managed end-to-end payment processing, including receipt, verification, and recording of payments.
 - Managed accounts payable and receivable functions, ensuring accurate and timely processing of invoices and payments.
 - Preparation of workings on GST payable & receivable
 - Assisted in the preparation audit files, ensuring proper documentation and organization of relevant records.
 - Managed financial operations for the logistics department, overseeing
 - Budgeting, cost analysis, and financial reporting.
 - Prepared monthly logistics performance reports for management
 - analyzing and freight costs.
 - Shipping software Tally prime
-