



MOHAMED SUGAYL RASHEETH

LOGISTICS SUPPLY CHAIN

Dubai, UAE

00971-567995450

su hailrasith96@outlook.com

www.linkedin.com/in/mohamed-sugayl-rasheeth

Professional summary

Supply Chain Management with more than 3years of progressive work exposure in cargo management, logistics Industry. Operations, import & export coordination and administration. Have worked in cargo services industry demonstrating excellent skills and keen attention to details, good work ethics, time management and logistical planning skills. Seeks a challenging role within supply Chain/ Third Party Logistics to share and enrich gained knowledge and expertise.

Work history

Nov 2023

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Current

AVANTGARDE LOGISTICS LLC – Jebel Ali Free zone Logistics Co Ordinator

Dubai

- ❖ Processing customs Bill of entry for shipment import, export, transfers and land clearance.
- ❖ Knowledge of Free zone, GCC Countries, and cross-stuffing Documentation.
- ❖ Follow up the Import and Export documents submission for Dubai Customs.
- ❖ Maintain Exit Entry online claim submission tracker.
- ❖ Shipping line instructions submitting to the shipping lines. preparing authorization letter and arranging the DO collection.
- ❖ Manage and co-ordinate logistics including arranging transport, storage, delivery and arranging administration between suppliers and customers.
- ❖ Worked with department heads to determine requirements for Operations activities.
- ❖ Inform customer of shipment status (readiness of shipment, information from Supplier).
- ❖ Booking and arranging Customs Inspection, DP World gate pass on time.
- ❖ Prepare customs Documentation (Inspection Booking, Printing Exit Documents)
- ❖ Claim and refund Deposit when required (Through Online).
- ❖ Ensure that the customers are having enough documents to clear the shipment by verifying the HS Code requirement with Customs team.
- ❖ Assist to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port.
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- ❖ Manage archiving of completed shipment files and maintain record keeping.
- ❖ Coordinating with transport department of the organization to ensure timely delivery of the consignment to the clients.
- ❖ Coordination with agent to arrange the border clearance documents from consignee end.
- ❖ Booking and arranging Customs Inspection, DP World gate pass on time.
- ❖ Analyze all operations and forward suggestions for improvement to the manager.

July 2021

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Sep 2023

FAST LOGISTICS CARGO LLC – DAFZA

Dubai

Operations Executive

- ❖ Proficient in E-MIRSAL 2 / DUBAI TRADE / MOFA ATTESTATION.
 - ❖ Monitoring and managing day to day operational activities for key clients- Import / Export and transportation.
 - ❖ Well known about Dubai trade AE-CODE renewal.
 - ❖ Daily report preparing and assigning duties.
 - ❖ Customs claim refund taking and maintaining the SG accounts.
 - ❖ Coordinating and monitoring of supply chain operations and coordinates with origin agents and follow up the shipment status to ensuring no delays /issues on arrival.
 - ❖ Responsible for job closing and invoicing.
 - ❖ Continues follow up and track the shipment status and deliver on time.
 - ❖ Shipping instructions submitting to the shipping lines. preparing authorization letter and arranging the DO collection.
 - ❖ Inform customers, if the items are required any specific permits to import in UAE
 - ❖ Knowledges of land freight clearance.
 - ❖ Knowledge of land freight border documentation.
 - ❖ Arranging the transportation Import/Export to GCC shipment.
 - ❖ Preparing monthly report for operations clearance.
 - ❖ Coordination with agent to arrange the border documents from consignee end.
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Sep 2020

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July 2021

FIRST PRIORITY CARGO LLC – Saif Zone

Sharjah

Operations Executive

- ❖ Cargo receiving to our warehouse taking volume on time and update the manifest.
- ❖ Coordinating to team work cargo receiving in warehouse from local market. Daily operating charter flight Sharjah to Lagos. (Ethiopian Airlines).
- ❖ Maintain Exit Entry online claim submission tracker.
- ❖ Booking and arranging Customs Inspection, DP World gate pass on time.
- ❖ Tracking the Document Submission for Import and Export on Dubai Trade and Submitting the Documents in Customs.
- ❖ We are weekly planning KQ shipment transfer to Saif Zone.

June 2018

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May 2019

TOUCH N CHILL AIR CONDITIONING

Tamil Nadu-India

Site Engineer

- ❖ Experience in managing Site operation with key focus on the optimal utilization of the resources.
- ❖ Responsible for day-to-day planning jobs in ERP for work order, sales order and project quotation.
- ❖ Preparing master project plan and align the project execution with related to other service.
- ❖ Preparing project costing and estimation for equipment and materials.
- ❖ Include supporting and planning the day-to-day operations of payroll and benefits, administration of the hiring process records.
- ❖ Making sure project execution as per approved design and approved materials, providing technical support on drawing interpretation, equipment installation etc.,
- ❖ Preparation bill of quantity (indoor and outdoor unit, ducts, diffuser,grills,copper.

Skills

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| <ul style="list-style-type: none">• Supply chain management• Customs Documentation & Compliance• Ability to embrace new technology• Interpersonal skills• Dubai Trade• UAE Free zone knowledge. | <ul style="list-style-type: none">• Knowledge of JBM software• Freight Forwarding• ERP System• Customs Compliance• Time management & Team• MOFAIC APPROVAL |
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Education

July 2014	M.I.E.T Engineering college	Tamil Nadu, India
-	Bachelor's degree: BE Mechanical Engineering	
April 2018		

Languages

English

Fluent

Hindi

Advanced

Malayalam

Upper intermediate

Tamil

Native

Arabic

Beginner

Personal Information

- Visa Type: Employment
- Date of birth: 09/19/1996
- Nationality: Indian
- UAE valid license