



SELMAN PAYIS

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SUMMARY

Highly skilled logistics coordinator with two years of experience working with diversified teams. Looking for a position as a Logistics Coordinator in a collaborative environment that provides opportunities for advancement and assists in upgrading my skills. To make a positive contribution as part of a dynamic and well reputed organization.

WORK EXPERIENCE

- RSL FREIGHT CO LLC** Jan 2023 - Present
Seafreight export and import operations executive
- Proficiency in Dubai Trade, Mirsal-II, and MOFAIC, along with managing export documentation and operations across various shipping lines and freight forwarders..
 - Extensive experience in customs clearance and operations, including all documentation and procedures related to the bill of entry.
 - Strong ability to handle multiple tasks efficiently and thrive under pressure. Keen attention to detail and a commitment to maintaining high standards.
 - In-depth knowledge of NVOCC sea export and import operations, complemented by effective communication skills focused on documentation processing and filing export manifests in Dubai Trade.
 - Excellent communication and negotiation skills for dealing with vendors, shipping lines, and customers
 - Good communication, influencing and organization skills.
 - Monitor and report on shipment status, resolving any issues that may arise during transit
 - well knowledge about customs clearance , Transportation Planning and ensure to place on time

- Smart Plus Cargo DAFZA** Oct 2022 - Jan 2023
Assistant Logistics Coordinator
- Have good knowledge about DAFZA procedures & required documentation through Dnata Calogi portal.
 - Provided excellent customer service by responding promptly to inquiries via phone or email

EDUCATION

- Bachelor degree in aviation and logistics** Aug 2019 - July 2022
Yenepoya University Karnataka, India
- Diploma in Computer Science** May 2016 - June 2019
GHSS Kerala, India.

ADDITIONAL INFORMATION

- **Skills:** Customer service, Software Proficiency, Critical Thinking Communication Skills, Problem Solving , Negotiation Skills, Customs clearance process.
- **Languages:** English, Hindi, Malayalam (Native), Tamil, Kannada, Arabic (reading and
- **Certifications:** Bachelor degree in Aviation and Logistics
- **Awards/Activities:** College level football champions, etc...