

# MUHAMMED IRSHAD

## LOGISTICS PROFESSIONAL

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Date of Birth: 25/03/1997 Sex: Male | Nationality: Indian

Marital Status: Single



## PROFESSIONAL SUMMARY

A determined and enthusiastic individual seeking a challenging role in a progressive organization within logistics, shipping, and supply chain sector. Eager to leverage skills in customer service, trade regulations, sales, marketing, inventory management, and import/export documentation to contribute effectively to organizational success and growth.

## PROFESSIONAL EXPERIENCE

### **FREIGHT COORDINATOR**

**SINOTRANS MIDDLE EAST FZE (February 2024) Present**

#### **Key Responsibilities**

- Handle air shipments using systems like Calogi, DAFZA Way, Dubai Trade, and Mirsal2.
- Communicate with customers, suppliers, and transport companies to ensure smooth shipping.
- Schedule appointments using Calogi Software.
- Coordinate with DNATA and Emirates Sky Cargo for air shipments.
- Prepare and process essential shipping documents like invoices and packing lists, following all required regulations.
- Communicate with customers, suppliers, and transport companies to ensure smooth shipping.
- Manage customs clearance for overseas shipments and ensure everything is in order
- Demonstrated proficiency in performing cost analysis for all import shipments, accurately recording and updating consignment data.
- Worked with shipping lines, agents, and forwarders to arrange shipments and get the best rates. Created reports for management review and audits.
- Handled customer complaints and provided solutions.
- Communicated and coordinated with customs authorities, shipping lines/airlines, and warehouse teams. Air transit-in clearance and Export Declaration and Air Import
- Managed shipments from the origin country to the destination warehouse.
- Arranged trucks for shipment dispatch, coordinated with drivers and the transport department to update delivery status, and resolved any issues.
- Used portals like Zajel for document submissions.
- Processed permits and coordinated with authorities like Dubai Municipality and MOFA, including MOFA attestation for land exports.
- Helped the finance team with invoicing, billing, and expense management.
- Collected delivery orders (DO) and issued no objection certificates (NOC), including preparing authorization letters.

#### **Key Qualifications**

- Air, Sea & Land freight forwarding free zone.
- Import and Export documentation
- Bill of entry preparation (Export/Import/Transit/Transfer)
- Customs Clearance
- E-clearance preparation & Submission

**OPERATION EXECUTIVE (February 2022 –January 2024)****Nippon Express Middle East LLC , JAFZA , UAE**

Air, Sea &amp; Land freight forwarding free zone entity

**Key Responsibilities**

- Provide excellent customer service to clients with their logistics requirements.
- Coordinating with international agents, shipping line, airline agents and road transporter with regards to the shipment arrival, DO charges availability for collection.
- Updating client for shipment arrival and shipment plan.
- Preparing shipping documents (invoice, packing list, delivery advice, transfer of ownership etc.)
- Arrange shipment booking and shipment delivery instructions with shipping line , airline agents and road transporter.
- Processing of BOE in Dubai trade using E-MIRSAL II .
- Supervising vessel discharged serve and loading plan for loose cargo (Break Bulk)
- Arranging equipment booking and labor hire in port, and applying vehicle port gate advice via Dubai trade, Generating invoice to client.
- Processing payment to vendor

**OPERATION COORDINATOR (May 2019 – December 2021)****ALHIND CARGO DIVISION CALICUT AIRPORT, KERALA**

- Checking shipping documents (Awb, invoice, packing list & certificate of origin) and confirming to the shipper if everything is in order.
- Co-ordination with Airline staff to clear the shipments from Calicut port by providing necessary docs.
- In depth knowledge and experience in logistics and cargo operations.
- Filing docs to customs and other officials for cargo clearance and safe passage. Handling customers' needs and wants in a professional and effective manner.
- Arranging & Tracking cargo which is there on the operation.

**EDUCATION**

Bachelor of Business Administration (Pursuing)

KMHSS , Iringal – 2015 Plus Two (Board Of Kerala)

GVHSS Payyoli – 2013 SSLC (Kerala Board)

**PERSONAL SKILLS**

- Effective Communication.
- Ability to Work Under Pressure
- Decision Making

**PROFESSIONAL QUALIFICATION**

- Diploma in shipping logistics (PDSL)
- Diploma in Indian and foreign Accounting

**VISA STATUS**

- Employment Visa

**CORE QUALIFICATION**

- MS OFFICE (Excel, Word)
- E-MIRSAL II (Dubai trade)
- E-Freight
- Tally

**LICENSE**

- Status under processing

**LANGUAGES**

Proficient in English and Malayalam

Intermediate Tamil and Hindi

Arabic (Read/Write)

**DECLARATION**

I hereby declared that the above particulars are true to the best of my knowledge and belief.

**MUHAMMED IRSYAD**