





Innovative professional with 10 years of progressive experience in the various (Freight Forwarding Warehouse/Logistics) company and the skill to drive business growth, capitalize on new revenue potential and manage all aspects of daily business operations. Quick study, with an ability to easily grasp and put into application new ideas, concepts, methods, and technologies. Dedicated, innovative and self-motivated team player

PERSONAL DETAILS:

 +971-545076177

 muhammadbaseer2010@gmail.com

DOB: 02/02/1985

Nationality: Pakistani

Marital Status: Married

Known Languages: English, Urdu, Arabic (Basic)

Visa Status: Visa (Transferable)

Driving License: Valid light Vehicle driving License

MUHAMMAD BASEER

Coordinator – Logistics

WORK EXPERIENCE



Logix -M.H. ALSHAYA CO LLC-Jebel Ali Free Zone -UAE (Shipping Coordinator)

Oct 2019 – Till Date

- Coordinate logistics for all facilities including importing, exporting, and process standardization.
- Preparing and Processing Free zone customs bonded area Gate Pass.
- Coordinate entire shipping process.
- Processing Bill Of Entry for Import & Export/Transfer/Transit from GCC shipments through MIRSAL II Dubai Trade System.
- Apply for MOFAIC attestation for invoices and linked BOE in MOFAIC.
- Liaise closely with agents and suppliers to ensure that cargo readiness.
- Liaise with external providers to ensure timely shipments booking.
- Coordinate freight invoice accuracy and ensure accuracy of freight documentation.
- Supervise and provide training to other shipping staff as required.



Transship Shipping LLC, Dubai UAE

(Freight Forwarding) Mainland, Dubai-UAE (Customs clearance Agent)

Oct 2013 – July 2019(6 Years)

- Communicating with Shipping Lines Regarding Vessels Arrival and Departure.
- Collecting/Receiving the Import Clearance Documents from Finance Dept/Concerned Departments.
- Arranging for DO Collection for the shipment arrived.
- Processing Bill Of Entry for Import & Export/Transfer/Transit from GCC shipments through MIRSAL II Dubai Trade System.
- Preparing Documents for Export shipments. (Commercial Invoice, Packing List, Delivery Advise, H.S. Code and Exit Entry etc.)
- Submitting the Documents to Dubai Customs processed by online.

- E-payment D P world. (DPA Processing, Gate Pass Etc.)
- Maintaining the records of submission done to Dubai Customs to face any clarification if raised by Dubai Customs.
- Submitting Exit Documents to Dubai Customs for Export shipment via Air, Sea and Land.
- Arranging land transportation for Export/Import containers / trucks for smooth delivery.
- Good report with shipping agencies/ customs and port.
- Preparing customer invoice and monitoring the job finalization & job closing.
- Maintaining and managing the Export & Import records and files
- Preparing the daily, weekly, monthly reports such as collection, receivables, outstanding, over dues, and forwarding it to the Operation Manager.
- Entering the daily Import & export data in the Excel, liaising with the customers in advance about due dates and ensuring timely payments.

**Al Sayyad Group of companies – Mainland Dubai, UAE
(Accountant)**

Feb, 2010 – Jan 2013 (3 Years)

- Responsible for general ledger, cash flow and bank relation.
- Maintaining day to day transaction of petty cash, and IOU.
- Preparing Management reports and vehicle damage reports.
- Maintains and track all the records of payable, receivable and PDC Issued.
- Maintains Staff salary, bonacis, and allowance records.

COMPUTER SKILLS

GOOD IN MS OFFICE-EXCEL

Professional Qualification

- Diploma in Accounting software QuickBooks
- Diploma in Health and Safety (HSE)
- Certificate OSHA (occupational safety & Health)
- Certificate IOSH (Institution of occupational safety & Health)
- Certificate in MS Office

EDUCATION:

Bachelor of Business Administration (B.B.A Hons 4 years)

2005-2008 (3.25/4.00 CGPA)

IBMS Agricultural University, Peshawar KPK, Pakistan.

Certification: Capacity Development Program (OAKCD, SUNGI Development Foundation, Abbottabad, Pakistan.

Participatory Monitoring & Evaluation (National Rural Support Program, Institute of Rural Management Islamabad, Pakistan.

Declarations

I Hereby confirm and declare that the above-mentioned information are true and to the best of my knowledge.