

# MOHAMED SUHAIL

## CONTACT

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## OBJECTIVE

Dedicated and detail-oriented professional with a proven track record in clearing and forwarding operations. Seeking a challenging role in a reputable company where I can utilize my expertise to streamline logistics processes, ensure efficient customs clearance, and contribute to the smooth flow of goods through international supply chains.

## EXPERIENCE

20/02/2023 -  
07/06/2024

- **Air Freight Executive**  
**SCOPE FREIGHT FORWARDERS**



- Proficient at the documentation of Import & Export .
- Coordinate with CHA, shipping agents, IATA agents and transport companies to ensure timely and cost-effective movement of goods
- Customer Handling – From the End to End service coordinate with customer.
- Collaborated with clients to provide accurate and timely information regarding shipment status
- Prepare the BL & AWB for customer.
- Prepare the Sales invoices and following payments customers.
- Monitoring with operation executive for Air & sea.
- Collaborate with cross-functional teams to address supply chain challenges, resolve issues, and improve operational efficiency
- Following the purchase invoice from, IATA agents, shipping agents, and transport company.
- Checking the required documents for Export customs clearance process.

19/06/2024 -  
PRESENT

- **Operation and Documentation Executive**  
**FREIGHT XPERT LOGISTICS PVT LTD**



KEY RESPONSIBILITIES IN OPERATIONS :

- Vessel Voyage Creation
- Release of Booking (CRO) to customers & FIFO is followed up on released containers.
- Getting forms from feeders, posting Form-13 to the customer, and following up with the customer on a daily basis
- Getting approval with Vessel Operator for Export DG containers
- checking Export detention & Port Storage details
- EDI EGM sent to feeders after vessel sailed
- Getting load list signature from all the Terminal and PO
- Arranging vehicles for the import and export of empty containers

#### KEY RESPONSIBILITIES IN DOCUMENTATION:

- Offering our customers the best rates required for their shipment.
- Filing the rates with main lines such as MSC, Maersk, CMA-CGM, Ever Green.
- Releasing the Bill of Lading to the customers.
- Co-ordinating with our agent on the other end
- Giving pre-alert to the agents.
- Checking the required documents for Export & Import customs clearance process.
- Co-ordinating with our Customer on the other end.
- Documentation Management: Prepared and processed shipping documents, including bills of lading, invoices, and delivery orders.

## EDUCATION

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|--------------------|--|
| <i>2017</i>        | <ul style="list-style-type: none"> <li>• <b>SSLC</b><br/>Imam Shafi (Rah) Matric Hr Sec School<br/>79%</li> </ul>  |
| <i>2019</i>        | <ul style="list-style-type: none"> <li>• <b>HSC</b><br/>Imam Shafi (Rah) Matric Hr Sec School<br/>75%</li> </ul>   |
| <i>2019 - 2022</i> | <ul style="list-style-type: none"> <li>• <b>B. Com / Bachelor of Commerce</b><br/>Bharathidasan University Trichy Khadir mohideen college 2019-2022 Adirampattinam<br/>A+</li> </ul> |

## SKILLS

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Odex Site



Liner online booking



ICE GATE & DGFT



Dubai trade



Prepare E way bill



Generate Insurance



## LANGUAGES

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- Tamil
- English

## PERSONAL DETAILS

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- Date of Birth : 30/10/2001
- Marital Status : Single
- Nationality : Indian
- Passport : V9653654
- Gender : Male