

# MUHAMMED LIYAKHATH

Bachelors Degree In Business Administration

Logistics Team Leader

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 Dubai

## Navire Logistics Services LLC ( 2019 - Current )

### 1. Delivery Order & Manifestation

- Collection of Delivery Orders from shipping lines and agents.
- Manifestation and issuance of Delivery Orders in Dubai Trade System.

### 2. Customs Clearance & Documentation

- Handling Import & Export declarations for shipments in Sharjah & Dubai.
- Booking customs inspections when required.
- Preparing Exit Entry Certificates for shipments.
- Managing seaport customs inspection-related work in Dubai & Sharjah.

### 3. Transport & Logistics Coordination

- Coordinating with transporters in Dubai to ensure optimal cost and service.
- Planning deliveries & loadings efficiently to avoid demurrage & storage costs.

### 4. Port & Dock Management

- Managing ADM slot booking and dock management through the Calogi system.

### 5. Regulatory & Compliance Procedures

- Preparing necessary documents for:
- Dubai Municipality (Food & Safety, Health & Safety).
- Ministry of Climate Change & Environment (MOCCAE).
- Requesting and managing MOFA permits.
- Attesting documents from MOFA.

### 6. Shipping & Trade Documents Handling

- Submission of Shipping Instructions (SI) to shipping lines.
- Requesting Certificate of Origin (COO) from the Chamber of Commerce & Economy.
- Applying for Export Health Certificates & Phytosanitary Certificates.

### 7. Financial & Claims Processing

- Arranging necessary documents for claim submissions & refunds.

## GEEPAS WORLD FZCO ( March 2018 – March 2019)

- Creating sales orders and invoices in the system.
- Initiating and managing transfer requests; receiving and documenting stock transfers.
- Preparing essential export documents, including commercial invoices, packing lists, and certificates of origin (COO).
- Handling comprehensive import and export documentation processes.
- Verifying and confirming goods return transactions; creating purchase orders for store replenishment requirements.
- Monitoring store workers' attendance and managing petty cash for store-related expenses.

### Skills

- Logistics & supply chain knowledge
- Customs & regulatory compliance
- Documentation & reporting
- Transport & warehouse coordination
- Communication & negotiation
- Technology & system proficiency
- Problem-solving & decision-making
- Financial & cost management
- Time management & multitasking
- Attention to detail & accuracy

### Languages

- English
- Hindi
- Malayalam

### Software & Websites Used

#### 1. Customs & Trade Portals

- Dubai Trade
- Calogi
- Mirsal 2
- FIRS/ZDLM (Food Import and Re-export System)
- MONTAJI ( DM Health and safety system )

#### 2. Freight & Transport Management Systems

- WCA
- DF Alliance

#### 3. Warehouse Management Systems (WMS)

- SAP ERP