

MOHAMED MAFRUK.J

MOBILE: +971-50-9885016

E mail: mohamedmafruk@gmail.com

Dubai, U.A.E



A versatile, motivated and committed professional with good knowledge and experience of Freight Forwarding, Shipping, Logistics and Administration, now keen to move ahead in a challenging position. A good communicator at all levels, who enjoys meeting challenges and seeing them through, while remaining confident under pressure.

Skills:

- 10+ year's good experience in Freight Forwarding & Shipping.
- 8+ Years good experience in Logistics Operation & coordination.
- Professionally qualified with a Bachelor of Business Administration.
- Can handle Shipping & logistics responsibilities efficiently
- Excellent communication skills in English.
- Well organized, reliable, self-motivated & pro-active.
- Strong time management skills & can work under pressure to meet deadlines without compromising quality of output.
- Ability to work under minimal supervision and report to top management.
- Good knowledge in import and export.
- Good Presentation Skill in MS-Office (Excel, Word).

Educational Qualification:

BBA (Bachelor of Business Administration)
From Bharathidasan University, India.

Technical Skills:

- Operating Systems : Windows 2010/XP
- Packages : Dubai Trade System, Tally & Navision.
- Application : MS Office (Word, Excel)

Professional Experience Details:

Carrier's Mercantile and Marine L.LC, in Dubai.

Worked as Freight Forwarding Customer service and operation (Jan 2015 to Dec 2020)

- Enquire Air and Sea freight cost from Shipping Lines for competitive rates and services.
- Negotiate competitive rates with line and transport export shipment (FCL/ LCL).
- Selects cost efficient and reliable transportation with shipping line that guarantee a safe and quick transportation.

- Negotiates with shipping Lines on special privileges such as extended “free time” on container demurrage at destination.
- Responds efficiently to all shipping requests from customers.
- Organize the transporters and schedule the delivery process.
- Keeps contact with transporter to enable smooth coordination and cargo pick-up.
- Ensures that the required documentation for customs submission.
- Coordinates with the receiving end the sending of the documents and the timely release of the cargo.
- Coordinate with DP World, CFS & PORT related problem solving.
- Well versed Online Customs Clearances through E-MIRSAL 2.
- Handling the all kind of import clearance responsibility like Vehicles / food items / chemicals & general items.
- Maintain the Standing guaranty and E-payment report.
- Prepare Exit/Entry paper for duty refund.
- Apply duty refund claim submission.
- Arrange Land Transportation for GCC / Project shipment.
- Applying Dubai Municipality permit for chemical shipment in online system.
- Handle Hazard cargo Class 3, 6, 8 import and export shipment road / storing permit.
- Book customs inspection for export / import shipment.
- Applying Dubai Municipality food items registration for local market / Re- export.
- Apply FIRS (Food Import for Re- Export) for import shipment.
- Arrange Food item DIP inspection for local market approval and export.
- Apply FHCR (Food Health & Export certificate) for export shipment.
- Assist the running day to day operations and helps achieve company targets

Homes R us Trading L.L.C(Lal’s Group) In Dubai.

Worked as Logistics coordinator (July 2011 to Nov 2014)

- Arrange transportation and plans steps to meet the customer demand Draft
- Handling supplies, stock, materials, packages, and products delivery
- Responsible for maintaining reports pertaining to the warehouse
- Responsible for the security of the stock and the warehouse
- Receiving and sorting packages Goods
- Packing, Picking and Labeling the Goods
- Ensure inventory is processed, organized, and maintained properly
- Manage all inbound/outbound shipments, logistics planning and warehousing functions.
- Prepare complete shipping instruction for seller as per L/C documents and get approval.
- Manage necessary applications through Jebel Ali Free Zone Authority (JAFZA), Customs and any other regulatory bodies pertaining to imports, exports, purchases and sales requirements.
- Coordinate with admin dept and bank staff for L/C approval
- Supervise determination of accurate inventories of consumables and finished goods, and to ensure that they are inventoried in a good, clean and usable state.
- Provide timely and accurate reports and/or information on all inventory levels in order to facilitate closure of financial accounts and other decision making.

- To ensure customer's deliveries are efficient and no mistake to minimize company's costs.
- Stock monitoring and reporting for materials under duty exemption; submission of monthly or quarterly reports as regulated under the JAFZA and Customs Act.
- These include stock movements to /fro all external sub-contract works & external warehouses.
- To maintain good business relations with relevant parties such as forwarders, logistics and shipping agents, customs and relevant government agencies.

Pro link Logistics. L.L.C.,in Dubai.

Worked as Customer Service and Documentation Executive in Jan 2007 to June 2011.

- coordinate with Shipping Lines for competitive rates and services.
- Well versed in Online Customs Documentation / Clearances through E-MIRSHAL 2
- Handle operations of all carriers i.e. Sea, Air, land Loading, Deliveries.
- Organize Land Transportation for inbound and outbound. LCL/FCL shipments, coordinate multi point loading and monitor the movements.
- Prepare invoices/ expenses vouchers/ know how of accounting will be a plus.
- Interface with ports, customs and external Inspection authorities for documentation, goods clearance and other routine matters.
- Communicate / correspond with International Agents and Consignees Send pre-alerts / pre advice / arrival notice and ensure timely issuance of delivery orders, clearance and Delivery of Shipments.
- Coordination with messengers for documents delivery and collection.
- Customers support and follow up for smooth shipping operations.
- Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination.
- Coordinate with warehouse & transporter.
- Verify the container arrival and storage.

Personal Profile:

Father Name	: A. Jahabar
Ali Date of Birth	: 19.04.1981
Languages	: English,Hindi,Malayalam and Tamil
Passport No	: K1957043
Nationality	: India
Driving Licence	:U.A.E Light Motor veh icle
Visa Status	: Visit Visa