

MOHAMED MAFRUK.J

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Dubai, U.A.E



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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