



DHR



COVER LETTER

Dear Sir / Madam,
Greeting!!

Please accept this letter and attached resume as an application for the position of logistics and Freight Forwarding Export / Import, Transit, Import for Re Export, custom clearance at your esteemed organization. I have studied & found it to be an efficient and professional transporting company and would love to join the team. Currently I work as an Imports, Export, Transit, import for Re Export Operation, where I am responsible for all Imports with agents / carriers and origin offices in other countries for all Import consignments. I also liaise with transport companies throughout Europe and Asia on a daily basis, and work closely for follow up on in transit shipments and new bookings.

During my 13 years in the Freight Forwarding and logistics industry. I have gained extensive knowledge of export and import documentation forland and air freight / Sea freight / Transit / Import for Re Export and have completed training in Risk Management and Database Operating Systems. I also have experience in managing small- to medium-sized teams and delegating tasks.

I believe I will be successful in this position as I have the skills and commitment to make a valuable contribution to your company. I have outstanding a good knowledge computer skill.

I look forward to meeting with you soon to discuss this opportunity.

Kind Regards,

Faheem Abbas
Mob No.+971 56 807 4605



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CURRICULUM VITAE

Muhammad Faheem Abbas

Contact No: +971-56 807 4605

Customs Clearance Representative

Email: fahimaliabbas5@gmail.com

OBJECTIVE: -

To obtain a suitable position in an esteemed organization, where I can utilize my qualification and experience to carry out my duties efficiently and develop a successful career.

PROFESSIONAL SUMMARY: -

Reliable, expert and professional import and export handler and driver with more than 10 years' hands-on experience in light vehicle driving. Worked with different shipping, logistics companies in UAE. Fully aware of all procedures and documentation handling of air shipments and sea shipments. Extensive knowledge of defensive driving techniques and other safe driving strategies in depth knowledge of routes, locations and addresses in and around cities.

WORKING EXPERIENCE: - Company

Modern Freight Company.

Operations / Custom Representative

(Since 2016 to present)

Responsibilities:

- Responsible for verifying shipment & inspection, receiving pre-production sample, approval on packaging, payment procedure and handling all shipment documentation.
- documents, checking and following up with customs on Documents clearing.
- Prepare authorization to clearing agents and customs authorities to clear shipments.
- Follow up with our clearing agents the status of all shipments under clearance and report it to the Logistics Manager on a daily basis. arrange all GCC Shipments
- Prepare undertaking documents / Shipping guarantees to customs authorities in case of documents shortage or delay and follow up with the clearing agents to close it.
- Prepare special documents to get approval for importing any hazardous materials that need prior approval from the Government.
- Prepare the request for payment for clearing agents and advance payment for high value shipments.
- Follow up with clearing agents until the arrival of goods to our warehouse.
- Reviewing commercial invoices, packing lists, BL's/AWB's for any inaccuracy.
- Processing Import/Export Customs bills like Transit Out, Transit In, Local to FZE types of Custom bills.
- Monitor Exit Entry Certificates to ensure submission on time before expiry.



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- Deposits are submitted and followed up for refund through Dubai Trade Portal.
- Update tariff according to Customs rate and fee changes, if any Facilitate customs clearance shipments by communicating with UAE customs, Government authorities, and providing technical advice on clearance requirements to customers.
- Minimum 10years working in Sea freight/Air freight/ Customs operations.
- Must be customer service oriented and result driven.
- Good English communication skills.
- Have good relations with Dubai Customs and Government Authorities.
- Proficiency in MS Office-Word, Excel and Outlook

INCHCAPE SHIPPING SERVICES.

**JAN 2012 – JAN
2015**

Operational / Custom Representative

Duties and responsibilities:

- Coordinating with operation staff and DNATA staff to ensure smooth transition of shipments.
- Coordinating with operation staff of Dubai custom for shipment clearance.
- Operation knowledge of import shipment and export shipment.
- Import customs clearance- custom Inspection, exit submission, claim submission.
- Delivering transit shipment to vessels in different sea ports and airports of UAE •
- Handling valuable shipments including Military shipments and general shipments.
- Coordination with customer to resolve their issue regarding deliveries.
- Document collection from customer handover to office.
- Cash handler.
- Tally clerk.
- To perform the warehouse related task in well manner. .
- Visiting different shipping lines and airline offices for delivery order collection.
- Coordinates all documentation and customs for inspection. Documents check for respective shipments: BL, Invoice, Packing lists, Certificate of Origin, Phyto sanitary / Health certificate.
- Assisted with other warehouse duties as requested.

EDUCATIONAL QUALIFICATION 12th Stander, simple F.A

PERSONAL DETAIL: -

Father's Name: Muhammad Faheem Abbas

Passport No : **BL1018883**

DOB : **15-01-1983**

Driving license: light vehicle 3#

Languages : English, Urdu, Hindi

Sex : Male

Marital Status: Single

Nationality : Pakistani

DECLARATION: -

I hereby declare that the details given above are true to my knowledge and belief. **Reference:** Available on request.