



mohammedrusafid@gmail.com



+971 52 9313107



Dubai, UAE

EDUCATION

MBA: Pursuing IB from **Madonna University**, Michigan, USA in LACC, Dubai

BSC in Business Administration(Hons): IB from **Madonna University**, Michigan, USA in LACC, Dubai

Diploma and Advance Diploma in Bachelor of Business Administration

Diploma in IATA Foundation in Travel and Tourism (SABRE).

Completed Primary and Secondary Educations in Dubai, UAE

MUHAMMED RUSAFID

PROFESSIONAL SUMMARY

A versatile, motivated and committed professional with good knowledge and experience of **6 years** in Freight Forwarding, Shipping, Logistics, Sales 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. Capable of prioritizing and managing heavy workflow to optimize time and resources and meet deadlines independently with ease and efficiency.

SKILLS

- Sales Funnel Development
- Business Development and Planning
- Customer Service and Warehouse Management
- Product and Service Sales
- MS Office
- Logistics Coordination
- Customs Interaction

WORK HISTORY

April 2020- Current

Sales Manager at Muhari Grocery, Dubai

Muhari Grocery is part of a FMCG group, which consists of many groceries and food stuff trading shops.

- Maintaining proper sales and performance records
- Arranging and Managing sales visits with prospective clients
- Negotiating sales contracts.

April 2016 – March 2020

Logistics Coordinator at Beach Waves Freight LLC, Dubai.

Worked as **Logistics Coordinator cum Admin Assistant** from April 2016 to March 2020

LANGUAGES

Malayalam: Native language

English: C2

Proficient

Hindi: C1

Advanced

Arabic: B1

Intermediate

LICENSE

Holding Valid Driving License

DOB

20/04/1997

Beach Waves Freight LLC is a Clearing and Forwarding company which was established in Dubai on 1993. The company grew over the years to become one of the leading freight forwarding and clearing companies in the Emirate.

- Customs documentation, customs clearance and overall support
- Respond to emails and follow up
- E-Mirsal2 clearing and documentation of Land, Sea and Air shipments through the Dubai Trade portal.
- Awareness of updated customs document requirements & maintaining timing on submissions
- Preparation of Shipping Invoice & Chamber Invoices, Delivery Advice, Exit-Entry certificate, Export Bill & Import Bill.
- Co-Ordination with Freight Forwarders and Local Transporters.
- Act as the main point of customer contact
- Provide shipment information to customers
- Liaison with different departments within the company to facilitate shipments
- Assist in tracking shipments and providing alternative information
- Interface with ports, customs and external Inspection authorities for documentation, goods clearance and other routine matters.
- 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.
- Proper maintenance of contacts, customs code, HS CODE and other data of customers and other parties
- Co-ordination and support to Sales team and Accounts personnel in their activities.
- Training and Orientation for New Comers on Freight Forwarding operations and Documentation.
- Providing Admin support
- Office management and stocks management, supporting daily office operations

December 2017 - March 2020

Admin and Accounts in-charge at Horizon General Trading LLC

Worked as **Admin and Accounts In-charge** from December 2017 to March 2020

Horizon General Trading LLC is the sister concern of **Beach Waves Freight LLC**. It is the packaging division of **Beach Waves Freight LLC**.

VISA STATUS

Employment and Transferable