

CURRICULUM VITAE



M.SYEDU MUSTHAPA

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Motivated result oriented Logistic professional with a proven track record of excellence in Executive communication and personal strategies. Seeking a growth oriented position That will utilize my knowledge technical background and communication/interpersonal skills To add incremental value to operations.

Experience Summary in U.A.E

Work Experience:

- Worked as an ENVIRONMENT DEPARTMENT STAFF CO-ORDINATOR at Dubai Municipality Period (sep1997 to sep 2003).
- Worked as a STAFF CONTROL ASST.SUPERVISOR at DP WORLD in Dubai. Period (Nov 2003 to Nov 2007).
- Worked as a Mathematics Teacher Guthou Matriculation Higher Secondary School Karambakkudi Tamilnadu in India Period (Nov 2008 to Nov 2012).
- Worked as a SHIPPING / CARGO CONTROLER SILK ROAD SHIPPING Period – (2012-2014).
- Worked as a MACHINIST SUPERVISOR EMIRATES AIRLINES Period – (2014-2015).
- Worked as a PROCUREMENT DEPARTMENT SHIPPING / CARGO COORDINATOR for J&P OVERSEAS LTD QATAR (Period 2015 - Feb -2016) (SAP SYSTEMS).
- Working in SHIPPING CARGO customs clearance coordinator GAVA FORWARDING LLC Period – 2016 -TO 30.08.2019.

Professional Work History

Responsibilities Include: Passing all types of Bill of Entry (Air, Sea & Land).

- Follow up of shipments with shipping lines and airlines and update the customers Accordingly
- Communicating with Overseas agents for shipments details, sending pre alerts of Export shipment
- Receiving D/O's from shipping companies
- Making necessary documents for import clearance
- Arranging transshipment by ship shore ship bill of entry
- Arranging x-stuffing inside the CFS
- Passing Import & Export Customs Bill of Entry of Air & Sea Manual And E-Clearance, E- Mirsal II.
- Handling import, export, re-export, ship shore ship, statistical, transit

- In & out, coastal customs, free zone transfer etc.
- Providing proper advice to sales managers or customer service (Documentation)
- Preparing free zone exit documents & submissions.
- Preparing exit documents and submission for re-export shipments.
- Controlling and coordinating transportation for FCL and LCL shipments.
- Analyzing and allotting labor force for each shipment.
- Arranging customs inspections, municipality and related works.
- Solving all the documentation issues as per Dubai customs for all shipments.
- Submitting all required documents to customs authority for all export and import shipments.
- Coordinating with accounts department for CDR and standing guarantee.
- Practical knowledge in E-Mirsal I & II export declaration, bill of entry.
- Preparing all documents pertaining to export of Fcl containers.
- Prepare and follow up permissions & exemptions.
- Prepare all requirements in case of dangerous goods.
- Follow up with suppliers for related documents.
- Manage all documents in relation to customs clearance.
- Coordinate with concerned departments regarding the shipment.
- Ensure that the Inbound Order Planning process is followed.
- Get Declaration Form, Invoice and other documents and prepare an import file.
- Control the Invoice, seal and indicate the import file number.
- Collect registration fees and deposit amount in cash, by cheque or a bank guarantee.
- Doing all import clearance jobs for the documentation and customs passing.
- Organizing container inspection & knowledge on customs & CFS procedure.
- Providing documents to customs from shipping lines.

Dealing with all shipping lines Maersk Line, APL, Wan Hai Lines, Mol, China shipping, Msc Line, Hyundai Merchant Line for Import and Export Shipments.

Transportation Coordination

Having good knowledge of transport arrangement daily coordinate with various Transport companies arrange 30 to 40 Containers per day for transportation from Jebel Ali Port to various places.

Job Responsibilities

- Handling Vessel arrival on Port & Customs
- Filling Import & Export application with Port & Customs
- Attending Boarding with Customs & Immigration
- Handling Import & Export cargo operation until completion of Vessel
- Take care of all office administrative process
- Coordinate with customer services
- Handling Crews Sign-in & Sign-off formalities with Customs & Immigration

Academic Achievements

Educational Background

- **M.sc. (Mathematics) (2008-2010) from Tamilnadu Open University Chennai**
- **B.Sc. (1993-1997) from Bharathidasan University in Adirampattinam.**

- **B.Ed. (2009-2010) from VESTLEY College of Education in Aranthangi.**
- **POST GRADUATE IN COMPUTER APPLICATION (PGDCA)**
(Tamilnadu Open University - chennai)

Computer Skills & Strength:

Data Entry, Word Processing,
Hard working, Intelligent, Honest, Sincere & Quick learner

Other Qualification:

Attended E-mirsal-2 Seminar Conducted by Dubai Customs
Handling Independently Air and Sea Freight Operations

Key Achievements

1. Strong communication skills with people of all levels and roles.
2. Driven to learn and to apply new ideas and skills.
3. Recognized as a creative and practical problem solver.
4. Enthusiastic, creative and willing to assume increased responsibility.
5. Unique ability to adapt quickly to challenges and changing environments.
6. Personable, articulate and professional in both appearance and manner.
7. Experienced in balancing priorities for short term and long term goals.

Driving License:

Driving License (Dubai): light vehicle/motor cycle / light mechanical equipment (No: 1 /3/7).

Driving airside permit, warehouse permit for Floor transfer vehicle, slave pallet mover and fork lift all equipment permit for drive and supervised.

Driving License (India) : light vehicle (Badge) / motorcycle.

Personal Details

Father's name	: Mohamed Ibrahim
Nationality	: Indian
Marital Status	: Married
Date of Birth	: 01-05-1976
Language Known	: English, Hindi, Arabic, Malayalam & Tamil
Visa Status	: Transferable visa.
Passport no	: R4248045

Declaration:

I hereby declare that all the facts given above are true up to my knowledge and belief.

Place:

Date:

Yours Sincerely,

M.SYEDU MUSTHAPA

