



SAHEEN AMEEN
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PERSONAL DETAILS:

Fathers Name	AMEEN C
Date of Birth	18-07-1993
Gender	Male
Marital Status	Single
Nationality	India
Visa status	Employment Visa
UAE Driving License	Yes

LANGUAGES PROFICIENCY:

English
Hindi
Malayalam

KEY SKILLS:

Graduate in Business Management

INTERESTED IN THE AREA:

- Logistics
- Customs Clearance
- Administration
- Customer Care

CAREER OBJECTIVE

I would like to join an organization that is driven to excellence and promotes professional development based on employee's efforts, loyalty and work ethics. To have an opportunity to work with a reputed organization and expertise to grow, develop and advance with the organization.

STRENGTH

- Excellent interpersonal and communication skills
- Patience and good listening skill.
- Good team worker with an ability to effectively coordinate between departments.
- Approaching task with creativity
- Continuous learning
- Ability to deal effectively with multicultural environment
- Self-motivated and team player attitude.
- Positive approach.
- Passionate and punctual at work.

ACADEMIC QUALIFICATION

- Bachelor of Business Management, Kannur University, India
- Higher Secondary Education in Business Studies and Accountancy

COMPUTER PROFICIENCY

- Microsoft Office
- Emailing and internet application
- CALOGI – Shipping & Logistics Software
- DUBAI TRADE – Customs Service Online

WORK HISTORY

CORE COMPETENCIES INCLUDE

- Logistics
- Operations Management
- Customs Clearance and Forwarding

GLOCON LOGISTICS LLC

Logistics Officer – Dec 2016 - Present

- Well-experienced in managing Dubai Customs online, Dubai Trade
- Prepare and forwarding related documents of shipment
- Check fiscal prices, customs requirements, and clearing fees
- Track shipments and follow up with the forwarder regarding vessels' arrival dates at destination
- Send clear instructions to the shipper regarding the clearing documentation as per country requirements with the consultation of purchasing officer
- Follow up closely on the customs / clearance formalities and delivery process
- Update the shipment clearance log on progress and communicate delays daily
- Prepare and type letters and memo as required
- Liaising with Clearing Agents on cargo clearance with Customs
- Provide back-up support for team

Declaration:

I hereby declare that the above-mentioned statement is true and correct to the best of my knowledge. If I am selected I promise, I will do my best.

SAHEEN AMEEN