

# CURRICULAM VITAE



**MOHAMED BASHEEDH.M**

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## **PERSONAL OBJECTIVES:**

I am creative, resourceful and flexible, able to adapt to changing priorities and maintain positive attitude and strong work ethic. I am a clear and logical communicator and team player, able to establish with the management and colleagues, and motivate individuals to achieve organizational objectives. I am seeking a competitive and challenging environment where I can serve your organization and looking forward to apply for the Sales, Operations and Logistics, Customs, Import and Export Role. Based on my high level of academic performance, commitment to my previous work roles and demonstrated leadership. I believe I can be a valuable asset to your administrative team.

## **QUALIFICATION:**

### **BACHELOR OF COMPUTER APPLICATION (BCA)**

- ST.JOSHEP'S Collage of Arts and Science, Cuddalore, India-2012 to 2015

### **HIGH SCHOOL (SSLC)**

- Krishnasamy memorial metric Higher secondary School, Cuddalore , India-2012

## **TECHNICAL QUALIFICATION:**

- Domestic Data Entry Operator (DEO) Certificate issued by Central Government of India (NSDC)- 17/10/14.
- Diploma in Desktop Publishing (DDP) Certificate issued by ARS Groups of Educational Institute - 25/3/11.
- Having valid UAE Driving License valid up to 23/10/24.
- Good Type writing Skills -35 to 40 WPM.
- Fire and Safety Training -2016.
- MS Office: (Excel, Word, PowerPoint, Access)
- Language: C++, Java, .Net
- Invoicing:(HORECA, Sales, e-commerce)

## **PROFESSIONAL EXPERIENCE**

### **CLOUDEX LLC –LOGISTICS SALES COORDINATOR (2021-2023):**

- Answered customer telephone calls promptly, improving on-hold wait times and enhancing customer satisfaction scores. Maintained customer happiness with forward-thinking strategies focused on addressing needs and resolving concerns. Responded promptly to enquiries from clients, members and staff via email and phone calls and Offered detailed product and service advice based on customer needs.
- Explaining benefits & advantages about my company products policies and getting Leads with customers and Maintained accurate contract records, clearly detailing and sending reminders for renewal time frames to maximize customer satisfaction.

**ELITE CO LLC –CUSTOMS CLEARANCE CUM MESSENGER(2018-2021):**

- As a Customs Clearance Clerk I worked as part of a team and reported to the Customs Manager regularly. Calculating & processing duties, taxes to be paid required to getting signature for documents under a Power of Attorney on behalf of clients. Ensuring detailed information about the shipment, including its value, origin, destination, and contents before proceeding for customs clearance. Batching bill of entry for submission to customs.
- Reconciliation of deferred payment statements & Tracking of containers and customs entries and releases.
- Comply with the requirements of the quality management system.

**TRANSGUARD GROUP LLC – SECURITY OFFICER(DHL 2016-2018) :**

- Checking the High Risk or Mail (HRCM) Shipments coming from Red Countries going to Europe Countries. Detecting Trace by using ETD Machine for the special cargo shipments which will go to USA, Europe, Morocco and Algeria. Ensure that the Shipments not contain any Explosives and Narcotics using ETD Machine using the Swap. CCTV Review & investigations of Shipments e.g. missing, lost, theft etc. Physical Checking for suspect shipment by Police and Customs after X-Ray screening. Preparing excel sheets, duty rosters for staff.

**PERSONAL PROFILE:**

License No : 3753269  
Passport No : Z7535462  
Visa : Visit Visa valid up to (28/02/2024)  
Religion : Islam  
Marital status : Married  
Date of birth : 12/05/1995  
Language : English, Tamil, Malayalam, Hindi

**DECLARATION:**

All the information provided by me in this Resume is correct and I have not knowingly omitted any related information which would have a bearing on my employment with you.

**Yours Truthfully,  
Mohamed Basheedh .M**