



MAHROOF MAHAMOOD

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SUMMARY

Results-driven Professional with 5 years of experience in logistics operations, customs clearance, supply chain management, and financial record-keeping. Adept at import/export documentation, customs compliance, freight forwarding, and financial transactions. Seeking a challenging role to leverage expertise in logistics coordination, supply chain optimization, and accounting functions, ensuring efficiency, accuracy, and seamless operations.

KEY SKILLS

- Logistics Coordination
- Supply Chain Management
- Freight Forwarding
- Customs Clearance & Compliance
- Import/Export Documentation
- HS Code Classification
- BOE Declaration (Bayan System)
- Border & Air Cargo Operations
- Financial Record-Keeping
- Billing & Invoicing
- Cash Flow Management
- Data Entry & Management

TECHNICAL SKILLS

- Software & Applications:** MS Office (Word, PowerPoint, Excel)
- Logistics & Shipping Tools:** Shipping Tracking Systems
- Billing & Accounting:** Trade Easy Billing Software

WORK EXPERIENCE

Logistics Specialist & Online Clearance Agent

August 2022 – September 2024

Oman Postal Express LLC (Licensee of FedEx Express and TNT) | Muscat, Oman

- Managed customs clearance operations, ensuring full compliance with import/export regulations.
- Created Export BOE declarations for shipments moving from Muscat to international destinations.
- Processed Import BOE declarations for inbound shipments, ensuring accurate HS code classification.
- Managed manifesting and sealing for consolidated shipments from Dubai to Muscat via Bayan system.
- Coordinated truck shipments from Jebel Ali and Dubai, securing clearance at Hatta and Wajajah borders.
- Provided customs inspection guidance, ensuring the seamless release of shipments.
- Managed air cargo operations, tracking and retrieving shipments from Muscat International Airport.
- Ensured data accuracy and documentation for all logistics and customs transactions.
- Optimized supply chain efficiency, reducing clearance delays and operational bottlenecks.
- Maintained effective communication with freight forwarders, customs officials, and clients to expedite shipments.

Accounting Assistant

September 2019 – May 2022

United High Mountain Trading Project LLC

- Prepared daily cash reports, ensuring accuracy in financial transactions and cash flow monitoring.
- Assisted in financial record-keeping, reconciling accounts, and maintaining ledger entries.
- Processed cash transactions and inquiries, ensuring compliance with financial policies.
- Managed inventory records, tracking purchased and sold spare parts efficiently.
- Conducted data management and quality control, ensuring accuracy in financial records.
- Provided customer service and support, handling financial queries with professionalism.
- Resolved customer complaints, ensuring satisfaction and dispute resolution.
- Assisted senior accountants in special financial assignments, supporting audits and reports.
- Maintained billing and invoicing records, ensuring proper documentation and transaction history.

EDUCATION & PROFESSIONAL QUALIFICATION

IATA (International Air Transport Association) Speed Wings Aviation Academy for Supply Chain & Transport Mode, Cochin, Kerala, India	2016
Bachelor of Business Administration (BBA) Sir Syed Institute for Technical Studies, Kannur, Kerala, India	2015
Higher Secondary Education (HSE) Moothedath Higher Secondary School, Kerala, India	2012
Secondary School Leaving Certificate (SSLC) Seethi Sahib Higher Secondary School, Kannur, Kerala, India	2010

ADDITIONAL INFORMATION

- **Language:** English, Arabic, Hindi, Tamil, Malayalam
- **Driving License:** Valid Oman Driving License

PERSONAL DETAILS

- Nationality: Indian
- Date of Birth : 07/01/1992
- Marital status : Married
- Visa Status: Visiting Visa

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.