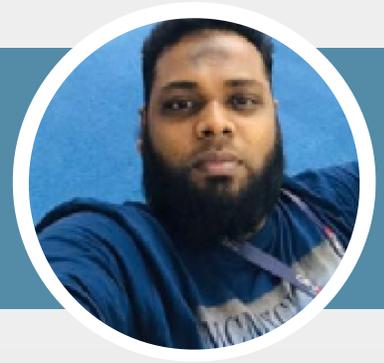


MUHAMMAD ARSLAN J

DEPUTY MANAGER



 Male

 05-03-1987

 7358521218

 muhammadarslanj12082020@gmail.com

 muhammadarslanj12082020

 Perambur, Chennai, Tamil Nadu

SKILLS

● Language

Tamil & English

● Computer

C, C++, JAVA & WINDOWS 7 to 11

CERTIFICATIONS

NACEN: Training on KYC Norms / SWIFT

Clearance / Digital Signature /Single Window / e-SANCHIT / e- WAYBILL

INTERESTS

Playing Volley ball, Chess, Carrom & reading book

ADDITIONAL INFORMATION

Reverted to ISLAM Old name is ALBERT J

OBJECTIVE

Over 14+ years of experience in Customs Clearance Planning, Client Servicing and Team Management with reputed organizations.

A keen planner, strategist & implementer with demonstrated abilities in devising after customs clearance operations activities and accelerating the business growth

An effective communicator with exceptional interpersonal skills and hands on experience in team leadership and imparting training to new hires.

Strategic Operational Planning

Managing operations with a view to achieve business objectives.

Managing operations; conducting sales promotional activities.

Conducting competitor market analysis for keeping abreast of prevalent market structure and enhancing market penetration.

Client Servicing

Providing direction, support & guidelines to a team of customer service agents. Interfacing with AAI, Customs, and Airlines to troubleshoot clients' unresolved queries.

Managing customer service operations for rendering quality services by resolving customer complaints on performance bottlenecks.

EDUCATION

● Pachaiyappa's College, Chennai

Undergraduate

Degree B.A Economics

May 2005 - June 2008

WORK EXPERIENCE

● AV GLOBAL CORPORATION PVT LTD

Deputy Manager - Imports

Aug 2022 - Till Now

Customer Service: Coordinating with all clients / Customs operation coordination with the freight forwarder for schedule planning.

Planning for establishment of operation team and interacting.

Coordinating with entire operations team for Air & Sea Customs operation Chennai location shipments

Highlights

Follow up with EDI filing to avoid late filing

CFS/Port follow up with container movements

E-Waybill preparation, Container movement requested through ODeX

ADC clearance Air and Sea

Project shipments/bulk containers handling

● CEVA LOGISTICS INDIA PVT LTD

Documentation Sr. Executive -

Imports

Nov 2020 - July 2022

Customer Service: Coordinating with all clients / Customs operation

coordination with the freight forwarder for schedule planning.
Planning for establishment of operation team and interacting.
Coordinating with entire CHA team for Air & Sea Customs operation
@Mumbai & Chennai location shipments

Highlights

Bill of Entry filing on the same day under Single Window Systems (Software: Live Impex)

ACP/AEO clients handling

Re-Import, Second-hand Capital Goods, ATA Carnet, Exhibition cargo, Break-bulk & Solar Projects.

● **EXPEDITORS (INTL) INDIA PVT LTD**

Documentation Sr. Executive -

Imports

July 2018 - July 2020

Customer Service: Coordinating with all clients / Customs operation co-ordination with freight forwarder for schedule planning.

Arrangement of Co-loader & Carrier Delivery Order, HSS ANNX-IV, Container movements to our nominated CFS.

Coordinating with the entire CHA team for Sea Imports operation

Coordinating with transporters for import container movements

Daily status report on operation & Coordination with transportation

Highlights

Bill of Entry filing on the same day under single window systems. (Software: iCaffe)

Arrangement of Co-loader & Carrier Delivery Order, HSS ANNX-IV, Container movements to our nominated CFS.

Re-Import, ATA Carnet, Break-bulk & Solar Projects – handled

Major clients handled – GE T&D, GE Oil, GE Power, Parker Hannifin, Ball Beverage, Doosan Bobcat, Flextronics, ZF Hero

● **RL LOGISTICS PRIVATE LIMITED**

Documentation Team Leader

- Imports

July 2013 - July 2018

Customer Service: Coordinating with all clients / Customs operation co-ordination with freight forwarder for schedule planning.

Arrangement of Co-loader & Carrier Delivery Order, HSS ANNX-IV, Container movements to our nominated CFS.

Specialized in scheme bills like EOU, FPS, FMS, DEEC, EPCG, DEPB, SFIS & SHIS

Planning for establishment of operation team and interacting.

Daily status report on operation & Coordination with transportation

Accountability on forwarder business DAMCO, EXPEDITORS & Lords Freight

Highlights

Handling Textiles Committee's report, ADC & AEPC related operations (Software: Visual Impex)

Maintaining records for all category license / reports & follow-ups for renewal

Major clients handled – LEVIS, DECATHLON, TAKATA & SUMMIT AUTO, GE T&D, GE Oil, GE Power, Parker

Hannifin, Lincoln, Armstrong Intl, Mahindra & Mahindra, Indian Navy & Husky Injection – handled

● **SINDHU CARGO SERVICES INDIA PVT LTD**

Documentation Executive -Imports

August 2010 - July 2013

Preparing Import checklist

Periodical checking on verification of checklist

Obtaining confirmation from the clients

On approval uploading the same into ICEGATE and monitoring ICEGATE confirmation

- **FAMILY CREDIT LTD**

Sales Executive

August 2008 - July 2010

Handled dealers Two wheeler showrooms