

# MUHAMMAD SULAIMAN ADIL

## Executive Customs and Operation Agent

+971563244750 @ sulaiman19007@gmail.com https://www.linkedin.com/in/muhammad-sulaiman-adil  
Dubai



### EXPERIENCE

#### Executive customs and operation agent

- Dahnay logistics llc** 03/2023 - Present Dubai, United Arab Emirates
- Enhance smooth Import, Export & C&F Operations and assist the project team
  - Executing all Tasks as per requirement of the operations department
  - Manage the customs clearance process for sea import and exports
  - Update and operation of Easy Freight and Invoicing
  - Data entry for Import and Export shipments
  - Processing Bill of Entry for customs documentation in E-Mirsal 2 in the Dubai Trade web portal
  - Daily and Monthly Invoicing to Clients
  - Handling the entire Job requirements for Import and Export Shipments
  - Co-ordinate with Transporters, Shipper & Consignee for effective deliveries and collection
  - Coordination with messengers for document delivery and collection
  - Experienced logistics executive with a proven track record in optimizing supply chain and logistics operations
  - Excellent knowledge if UAE customs regulations and procedures
  - Handle all documentation and administrations related to customs clearance.
  - Enhanced vendor relationships and negotiated contracts to secure cost-effective and high-quality services
  - Execute all Tasks as per requirement of the operations department.
  - Coordination with messengers for documents delivery and collection


### EDUCATION


#### Bachelor of Science


##### Northern University Nowshera

- 10/2016 - 03/2021 Northern University Nowshera
- Computer Science
  - Northern University Nowshera - Bachelor of Science

### FIND ME ONLINE

**LINKEDIN**  
https://www.linkedin.com/in/muhammad-sulaiman-adil

**EMAIL**  
SULAIMAN19007@GMAIL.COM

**WHATSAPP**  
+971 563244750

### SUMMARY

Dynamic Executive Customs and Operations Agent with extensive expertise in managing customs processes and driving operational efficiency. Specialized in regulatory compliance, issue resolution, and workflow optimization, with excellent knowledge of UAE customs regulations and procedures. Detail-oriented and dependable, I excel in high-pressure environments and effectively collaborate with cross-functional teams.

### LANGUAGES

ArabicIntermediate●●●●●

EnglishProficient●●●●●

HINDINative●●●●●

### SKILLS

International Import/Export (Air / Sea / Land)

Transit In/ Transit OutCalogi

Cross-Stuffing / Transshipment / Transfer

Carrier Relationship Management

Shipping OperationsSI SUBMISSION

Invoice AuditingClaim Submission


Customer Relationship Management (CRM)


Transport ManagmentDWC EXIT


Certificate of OriginDelivery Order


Microsoft OfficeGates Passes/ E-Clearance

### STRENGTHS

**INTERNATIONAL IMPORT / EXPORT**  
Excellent knowledge if UAE customs regulations and procedures

**INVOICE AUDITING**  
Skilled in invoice auditing, verifying accuracy, reconciling discrepancies, and ensuring compliance.

**CROSS- STUFFING**  
Expert in cross stuffing to streamline logistics processes, ensuring timely and cost-effective cargo transfers.

**TRANSPORT MANAGMENT**  
Strong expertise in transport management, ensuring timely and efficient shipping operations through effective coordination and optimization of logistics.