

MOHAMED YASEEM MOHAMED HISHAM

[mhisham19@yahoo.com](mailto:mhisham19@yahoo.com)

Mob No: 050-9126876

## OBJECTIVE

To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my skills effectively and efficiently.

## WORK EXPERIENCE

Media Zone Authority / twofour54 Abu Dhabi

Cargo & Logistics Coordinator

From 8 February 2008 – Till 2021 Oct



### Cargo and Logistics Services:

#### Import & Export

- Coordinating cargo import and export of 600 partners as per client specifications and requirement with DHL, Aramex, Fed Ex, UPS, Etihad and Emirates Cargo.
- Handling dangerous goods such a Dummy weapon, drone, Pains Fireworks and SFX items for film shooting project import export preparing document and arranging permit (GHQ/MOI/Civil Aviation).
- Importing exporting media equipment around the world.
- Custom Clearance shipment in air freight and sea freight
- Arranging heavy vehicle transportation – trucks, container, crane, fork lift.
- Arranging relocation for staff, office move, housing move. Setting up offices and storage facilities.
- Maintaining an excellent experience in Siebel and Oracle and ensuring 100% billing accuracy with least credit notes. Additionally, also maintain statistical and financial records.
- Meeting revenue, profit, sales targets and monthly quality assurance targets and SLAs.
- Processing payments and sending confirmation details to customers.
- Providing proposals to the manager that meet the requirements and any other support services for the development of the team.
- Building very strong working relationships across the service departments to broaden the customer service delivery and maintain timeframe set by customer.
- Seeking out opportunities to identify process improvements to increase sales, improve turnaround times & offerings and therefore improve customer service.
- Assisting with coordination and monitoring of supply chain operations.
- Ensuring courier services to be delivered with customized service and accurate rates.
- Efficiently sorting all mail and ensuring zero packages or letters are misplaced.
- Responding to customer inquiries and referring clients to the proper channels.
- Prepare, Plan and track the shipment of final products according to customer requirements.
- Reviewing shipping documents to ensure accuracy.

- Making special shipping arrangements as necessary.
- Tracking and fixing shipping errors.
- Assisting with managing distribution and shipment budgets.
- Receiving shipments & orchestrating deliveries to meet customer demand with little to no delay.
- Developing processes that make the supply chain more efficient and organized.

**Honored to be a part of the following prestigious projects:**

**Movies: Bollywood – Production Coordinator**

Bang Bang, Baby, Bharat, Tiger Zinda Hai, Race 3, Sahoo, Dishoom, Duvvada Jagannadham, Hamari Adhuri Kahani, Vikram Veda, Bloody Daddy, Sonic The Hedgehog, Scales, Bunty Aur Babli 2, Hero, Route 10, Ya Araaf

**Movies: Hollywood – Production Coordinator**

Fast and Furious 7, War Machine, Star Wars, Mission Impossible 6, Mission Impossible 7, 6 Underground (6U) ,Dune2 Feature fiilm

**TV Shows: Production Executive**

Al Asouf 3, Al Asouf 4, Boxing Girls 1, Boxing Girls 2, Inheritance, Inheritance 2, Rashash, Mirage, Dark World, The Platform

**Events:**

Abu Dhabi Film Festival 2012, 2014 – Print Traffic Coordinator  
Abu Dhabi Media Summit 2012, 2013, 2014 – Meet & Greet Agent

**Executive Affairs Authority, Abu Dhabi**

Office Assistant

March 2006 – February 2008



**Badulla Pharmacy, Sri Lanka**

Pharmacist

June 2004 – February 2005

**Alpine Hotel, Sri Lanka**

Customer Service Attendant

January 2001 – May 2004

**TECHNICAL QUALIFICATIONS**

- Knowledge in Windows 98, 2000, XP, 7, 8 & 8.1, 10 and Microsoft Office.
- Siebel and Oracle creating Sales order and account, Raising LPOs.
- Excellent interpersonal skills and customer oriented
- Team Player
- Highly motivated and independent
- Quick learner with good grasping ability
- Organization and prioritization skills

## ACADEMIC & TRAINING QUALIFICATIONS

- Secondary School Examination (Saraswathy International Badulla, Sri Lanka)
- Passed the **G.C.E. (Ordinary Level)** examination with English, Mathematics, Science and Commerce as my meager subject.
- Standard First Aid and Basic Life Support (Oct 2009)
- Global English (Feb 2010)
- Standard for customer care training (May 2010)

### PERSONAL INFORMATION:

Father's name : M.Y.M Hisham  
Date of birth : 29th September 1981  
Marital status : Married  
Nationality : Sri Lankan  
Visa status : UAE Golden Visa Holder

### LANGUAGES KNOWN:

|           | Read | Write | Speak |
|-----------|------|-------|-------|
| English   | ⊖    | ⊖     | ⊖     |
| Malayalam |      |       | ⊖     |
| Hindi     |      |       | ⊖     |
| Sinhala   | ⊖    | ⊖     | ⊖     |
| Tamil     | ⊖    | ⊖     | ⊖     |

### REFERENCES:

**Her Excellency Noura Al Kaabi**  
Minister of Culture and Knowledge Development  
Abu Dhabi

**Her Excellency Maryam Al Mheiri**  
Director General of the Abu Dhabi Government Media Office  
(ADGMO)

**His Excellency Khaldoon Khalifa Al Mubarak**  
MD and Group CEO Mubadala

### DECLARATION

*I hereby declare that the above-mentioned details are true to the best of my knowledge.*

Yours sincerely,

Mohamed Yaseem Mohamed Hisham