E-mail: navas-394790@gulfjobseeker.com

**Date of Birth: 10 November 1993**

**Nationality: Indian, Keralite Marital Status: Single**

**UAE Valid Driving License**

**(Valid Up to 22-04-2020)**

**Visa Status: Visit Visa (Exp: 29/11/2019)**

**NAVAS**



**LOGISTIC & CUSTOMS CLEARANCE COORDINATOR**

* Logistics Specialist with 3.5+ Years of Experience on Practical Hands-On Operation in Transport Systems.
* Motivated Logistician with superior Communication Skills to lead teams and excel in high-pressure situations.
* Experienced Logistics Executive with powerful Organization, Documentation and Assessment Skills.
* Successful Logistician with Proven Record of Coordination, Assessment, and Computer Software expertise in growing Shipping & Delivery Services.
* Accomplished Logistics Manager experienced in Quality Control, Material Arrangement and Export-Import Documentation of Commercial Goods

**SKILLS**

|  |  |  |
| --- | --- | --- |
| * Organizing shipments.
* The ability to think creatively.
* Logical reasoning.
* Time management ability
* Logical reasoning and problem-solving skills.
 | * Coordinating drivers, vehicles, loads and journeys
* Planning for and negotiating technical difficulties.
* Interpersonal skills – the ability to work well in a team, as well as to manage and motivate others
 | * Skills in data analysis, including working with electronic data.
* The ability to plan ahead and deal with unexpected changes.
 |

 **PROFESSIONAL WORK HISTORY**

 (05/2017 To 08/2019): **LOGISTIC & PURCHASE COORDINATOR**

 Dubai, UAE

 (05/2016 To 11/2016): **WAREHOUSE INCHAGE** InKerala, India

### Duties & responsibilities

* o manage all the documentation and submission through E-Mirsal.
* To perform and implement all customs clearance activities.
* Following up with Dubai customs for duties refund.
* Prepare & verify the LC documents and submits to bank & follow-up with customer to accept it.
* Maintain records of various account (CDR/SGR) transactions with Dubai customs.
* Coordinate with shipping line for D.O (Delivery Order) Collection.
* Timely clearance of cargo to avoid shipping line demurrage and port storage charges.
* Maintain customs records files in line with customs audit requirement and internal compliance.
* Prepare Bill of Entry through E-Mirsal-II (Dubai trade).
* Keeping customers updated about the shipment status and tentative timeline within in which it will be delivered.
* Arranging insurance for CNF & FOB shipment.
* Follow-up and track the containers.
* Passing Transit Shipment information to warehouse.
* Timely clearance of cargo to avoid shipping Preparing inter office memo for supplier T/T payment.
* Handling monthly Petty Cash report.
* Prepared Monthly container offload sheets.
* Perform and implement all customs clearance activities such as following up on incoming shipments, Documents, Transactions & day to day related activities in accordance with the Objectives, Policies and Procedures.
* Prepare documents for Customs Clearance and Customs Submission on time.
* Follow up with Dubai Customs for Duties Refund.
* Handle All kind of customs clearance process and Freight forwarding of Sea.
* Proceed with Customs Clearance submission in Dubai Customs Mirsal II with different type of clearance as well as DP World Payment.
* Prepared LCL shipment gate pass.
* Update ETA of documents, D/O collection & Original Document Availability.
* Making customs documents & Submitting Dubai Customs under 14 Days.

**EDUCATIONAL QUALIFICATION**

**(07/2016): BBA (Bachelor of Business Administration)** from **SIKKIM MANIPAL** University

**CERTIFICATIONS**

 **(12/2015):** Certification in **Data Entry & Console Operation (CDECO)** from Kerala University

 (Certificate no:1666)

**(11/2013):** Certification in **Office Secretary Ship (OS)**

**LANGUAGE**

* + - **Fluent in English-Write-Read-Speak**
		- **Fluent in Hindi-Write-Read-Speak**
		- **Fluent in Tamil-Speak Only**
		- **Fluent in Arabic-Write & Read only**

**COMPUTER SKILLS**

* + MS Office (Word, Excel, PowerPoint)
	+ Outlook & Internet Applications

**REFERENCE**

 References would be provided on request/demand.