

MUKESH VASANTH PUTHRAN

Mobile: +971525625532

E- Mail: mukeshputhraan@gmail.com

Visa Status: Employment Visa



IMPORT - CUSTOM CLEARANCE COORDINATOR / CUSTOM CLEARANCE EXECUTIVE

KEY ACHIEVEMENTS

- Managed documents of 400+ Import consignments a month.
- Successfully managed business transactions of 15+ shipping branches.
- Promoted from Custom Clearance Coordinator to Custom Clearance Executive.

PROFILE

A full -fledged Custom Clearance Executive with UAE 8 years' experience. Extremely reliable and honest seeking a rewarding career opportunity that will challenge me to utilize my skills, knowledge to achieve customer loyalty and extreme satisfaction.

CAREER PROGRESSION

Custom Clearance Executive (January 2018-Till Date)

SADDMAREM CLEARING AND FORWARDING, ABUDHABI

- Arrange to pass the Bill of Entry providing Commercial Invoice, Packing List.
- Developed load tenders and ensured that they are efficiently distributed to the appropriate transportation provider.
- Perform all necessary import function in the absence of the Import Manager to ensure the continued Customs entry, Clearance and Delivery of Import shipments.
- Expedited import traffic, aimed at custom clearance, and assist with items that may be stopped at customs.
- Maintained customers account and profile, aimed at ensuring that the correct information is updated.
- Assisting and tracking import operation and handling the communication with all the parties involved in the supply chain

- Review and verify entry documents to prepare worksheet for customs entry.
- Provide direct daily reporting to management for all warehouse activity move freight, stock and other material from trucks to loading dock.
- Receiving and storing goods and material
- Tag all inbound merchandise with receiving data. verify computation against physical count of stock.
- Receive and count stock items and record data manually or using computer. Dispose of damage or defective items or return them to vendors.
- Retrieve stock from inventory and prepare for shipment in accordance to customer/vendor requirements and distribution processes and procedures
- Match product description with label description

Custom Clearance Coordinator (January 2013-October 2017)

ABEER CLEARING AND FORWARDING, ABU DHABI, UAE

- Request necessary documentation such a custom invoice, Certificates of Origin and transport control documents.
- Prepare customs documentation and ensure shipments meet all applicable laws to facilitate the import of goods.
- Schedule pick up /Delivery of customer requested goods.
- Valuate and assess imported cargo and computation of the applicable duties and taxes.
- Implementing import strategy and activities consistent with the overall aims and requirements of the company.
- Assisting to evaluate performance of forwarders
- Day to day operations to include dealing with customers/customs clearance / invoicing and other reports.
- Process incoming cargo through physical examination, risk profiling and interviewing of customer to ensure adherence to import regulations and restrictions.

PERSONAL PROFILE

Linguistic ability: English, Hindi, Kannada and Tulu

Gender : Male

Marital Status : Married

Passport No : H951224

(Mukesh Vasanth Puthran)