During my internship at Dita Transit, a freight forwarder, my main duties and responsibilities were focused on supporting various aspects of freight forwarding operations. Here are the main tasks I performed:

**Assisting with Freight Documentation**: I was responsible for assisting in the preparation and verification of freight documentation, including bills of lading, commercial invoices, and customs clearance documents, ensuring accuracy and compliance with international shipping regulations.

**Coordinating Shipments**: I played a role in coordinating shipments by liaising with carriers, trucking companies, and other logistics partners to arrange transportation of goods from origin to destination, tracking shipments to ensure timely delivery.

**Managing Customs Clearance**: I assisted in managing customs clearance processes by preparing and submitting required documentation, coordinating with customs authorities, and resolving any customs-related issues or delays to facilitate the smooth clearance of goods.

**Providing Customer Support**: I supported customer inquiries and provided assistance throughout the shipping process, addressing any questions or concerns related to shipment status, documentation requirements, and delivery schedules.

**Assisting in Warehouse Operations**: I participated in warehouse operations, including inventory management, order processing, and cargo handling activities, ensuring efficient storage and distribution of goods.

**Data Entry and Record Keeping**: I was responsible for maintaining accurate records of shipments, including entering shipment details into the company's database, updating shipment status information, and generating reports as needed.

**Learning Industry Regulations**: I proactively learned about industry regulations and best practices related to freight forwarding, staying updated on changes in international trade laws, customs regulations, and shipping requirements.