



MR. NYI NYI TUN

EXPORT & IMPORT CUSTOMS CLEARENCE

PROFILE

Results-driven Import & Exports Customs Clearance Specialist with over five years of experience in managing and facilitating the import and export processes to ensure compliance with customs regulations and efficient shipment handling. Proven expertise in navigating complex customs procedures, managing documentation, and resolving clearance issues.

CONTACT

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📍 Al Barsha 1, Dubai, UAE

PERSONAL DETAILS

Date of Birth - 30,Apr,1993

Nationality - Myanmar

Marital Status - Married

Driving License - UAE

EDUCATION

BACHELOR OF SCIENCE

BOTANY

Mandalay University, Myanmar

DIPLOMA OF LOGISTICS AND

SUPPLY CHAIN MANAGEMENT

Strategy First University,

Myanmar

SKILLS

- Logistics Expert
- Export & Import Handling
- Customs Clearnce Operation
- MS - Word/Excel/Powerpoint
- Merchandising in Retail
- Ability to work under pressure

LANGUAGE

- English (Advanced)
- Korean (Basic)
- Burmese (Native)

WORK EXPERIENCE

- **Merchandiser** AUG 2022 - CURRENT
Majid Al Futtaim Hypermarkets LLC, Dubai, UAE
 - Receive and unpack merchandise shipments, checking for accuracy and quality.
 - Stock shelves and displays according to store layout and merchandising standards.
 - Conduct regular stock checks and maintain accurate records of inventory levels.
 - Assist in managing inventory by conducting cycle counts and reporting discrepancies to the inventory manager.
 - Provide excellent customer service by assisting customers with locating products and answering questions as needed.
- **Export & Import Documentation** JUN 2018 - MAR 2022
Myat Myinttar Mon Trading Co.,Ltd, Myanmar
 - Ensure that all import and export activities comply with relevant customs laws, regulations, and trade agreements
 - Oversee the preparation and submission of required customs documentation and filings.
 - Keep clients informed of the status of their shipments and provide updates on any delays or changes in regulations.
 - Identify potential compliance risks and implement strategies to mitigate them.
- **Export Executive/Logistics Coordinator** MAY 2016 - JUN 2018
Heyday Energy Trading Co.,Ltd (Myanmar)
 - Coordinate with shipping carriers and freight forwarders to schedule and track shipments, ensuring timely and accurate delivery of goods.
 - Ensure that all export activities comply with relevant international trade regulations, customs requirements, and company policies.
 - Serve as a point of contact for clients and partners regarding export-related inquiries, providing information and resolving issues as needed.
 - Maintain accurate and up-to-date records of export transactions, including shipping documents, correspondence, and compliance paperwork.
- **Shipping Operation** JUN 2015 - MAY 2016
Myanmar Distribution Group Associated, Myanmar
 - Oversee the entire shipping process, including order processing, packing, and dispatching of products.
 - Monitor and manage inventory levels to ensure that stock is available for shipping.
 - Prepare and verify shipping documentation, including packing lists, shipping labels, and customs paperwork.
 - Provide exceptional service to customers by addressing shipping inquiries, tracking orders.