

MOHAMED RIZWAN BASA.S

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OBJECTIVE:

A results-driven logistics and customs clearance professional with expertise in import-export operations, Dubai Trade procedures, and supply chain management. Seeking a challenging role in a dynamic organization where I can leverage my knowledge and experience to optimize logistics efficiency, ensure compliance, and contribute to business growth through innovative problem-solving and teamwork.

ACADEMIC DETAILS:

Bachelor of Technology in Information Technology at Annai College of Engineering & Technology (Anna University) during the Year (2014-2018)

EMPLOYMENT RECORD:

Jan-2024 to Present Al Faris Equipment Rentals LLC - Dubai
Logistics Executive

Duties and Responsibilities:

- Preparation of invoices and packing lists based on the loaded check list for export shipments.
- Maintain the truck report and the vehicle details for export shipments with the transport agent.
- Applying for chambers in Dubai and Abu Dhabi for exporting items.
- Applying for the MOFAIC payment through online eDas-2.0 portal.
- Processing the bill of entry of transfer of ownership within freezone to freezone moving the goods
- Handling for the LGP customs documentation for mainland to freezone temporary shipment maintenance goods
- Handling the import bill of entry and requesting VCC clearance from customs.
- Handling the complex HS code prepares the text format submitting to Dubai trade Portal.
- Applying for approval of duty exemption for crane spare parts on a case-by-case basis.
- Maintain monthly reports for Import and Export, sharing the details with the HOD.
- Organizing a transport arrangement to collect the cargo from Jebel Ali and DP World in Airport Freezone.
- Applying for the gate pass to JAFZA to enter and exit the trailer.
- Acknowledged transfer of ownership shipment for Dubai trade.
- Renewal of the Dubai trade subscription.
- Applying for a new or renewed customs representative card.
- Requesting an online HS code for Dubai customs tariff department.
- Monitor the Dubai trade CDR balance if required balance informing to accounts.
- Handling the inspection-required shipment, booking the inspection, and checking the final status of the shipment with customs.
- Well-versed in Dubai Trade digital certificates

Feb 2020 – Dec 2023 Aramex Emirates LLC– Dubai

Customs Air & Land Clearance Executive

Duties and Responsibilities: Customs

Clearance Executive:

- Handling the Import Air Clearance through Dubai Trade (E-mirsal-2) (Mainland & Free Zone Companies)
- Prepare the Declaration Export Air & Land (ROW & GCC) countries for Courier Shipments declaring in Dubai customs system.
- Handling Abu Dhabi Clearance Land Export in GCC Sila bayan & Import Declaration for GCC countries through (ATLP & TAM) web portal.
- I have a well experienced Sila Border Permit and NAQL Permit Approvals.
- Solving the Problems related to shipment clearance and complex Hscode sorting for customs declaration.
- Which are under Dubai customs Inspection Required Shipments Booking and Tracking.
- Declaring Cargo transfer order through Dubai Trade for the transportation between Dnata and Emirates & UPS.
- Provided expert advice on UAE laws, describing government requirements for transporting import goods.
- Reviewed international invoices for courier and cargo shipments.
- Application making for Commercial invoice attestation through MOFAIC Portal.
- Coordinating Specific Goods Required for Approval in Dubai Municipality, Ministry of Health & Telecommunication Regulatory Authority.
- Tracking & maintaining the various origin arrival air shipments in master inventory reports.
- Monitoring inward and outward of both low and high value shipment inventory details in the warehouse.
- Preparing weekly and monthly Clearance & Vat Report Statements.
- Harmonized codes are well known for advising the shipper in advance which require approval for special cases.

Dec 2018 – Jan 2020

**Afrin Express Courier Service -Chennai
Operation Assistant**

Duties and Responsibilities:

- Courier Schedule Booking Different type of Courier Service.
- Create the House Airway Bill Domestic Shipments
- Prepare Manifest, Packing List through Export Domestic Shipments
- Coordinating with all branch offices Follow-up the Shipments
- Preparing daily and monthly consignment sales statements and providing the same through excel sheet via e-mail to the management.
- Coordinating with the transport department of the organization to ensure timely delivery of the consignment to the clients.

ACHIEVEMENTS & TRAININGS:

- Attended 4 days training program at Dubai Trade for Mirsal-2 in February 2021.
- Attended Fundamental Dangerous Goods Training at ARAMEX.
- Certification of Achievement award for Best Employee of Quarter March 2021.
- Certification of Achievement in Microsoft Data Science Orientation in March 2021.
- Certification of Brilliance in Master of Microsoft Excel at Eduonix Solution.

KEY SKILLS:

- Import – Export Dubai, Abu Dhabi Clearance (Dubai Trade, ATLP, TAM)
- Invoice Attestation for the Ministry of Foreign Affairs (MOFAIC)
- Applying for the Duty Exemption and SIRA, TDRA Approvals.
- Applying for Dubai Chamber and Abu Dhabi Chamber.
- Microsoft Advanced Excel, Word, PowerPoint, Visio.
- Basic Power BI (Business & Reporting Analytics)
- Adobe PhotoShop-7.0 Poster Making.

PERSONAL DETAILS:

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|-----------------|---|----------------------|
| Name | : | Mohamed Rizwan Basa. |
| Age | : | 29 Years Old |
| Gender | : | Male |
| Nationality | : | Indian |
| Languages | : | English,Tamil |
| Passport number | : | S2800728 |
| Visa Expiry | : | Employment Visa. |
| Notice Period | : | 30 Working Days. |

DECLARATION:

I hereby declare that the information stated above is true to the best of my knowledge.

Yours Faithfully,
(Mohamed Rizwan Basa)
+971-566655479