

JAFFER HUSSAIN. K

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CAREER OBJECTIVE:

Dedicated and detail-oriented Customs Clearance Officer with a passion for ensuring compliance and facilitating efficient import/export processes. Seeking to leverage my expertise in customs regulations, documentation, and risk assessment to contribute to a reputable organization. Committed to upholding the highest standards of professionalism while optimizing customs procedures to minimize delays and maximize operational efficiency.

PROFESSIONAL EXPERIENCE:

GAVA FORWARDING LLC, Dubai. UAE

Designation: **CUSTOMS CLEARANCE OFFICER**

Tenure: April 2023 to May 2024



Duties & Responsibilities

- Processing Export/Import declaration — SEA/AIR/LAND
- Air \ Sea manifest and DO \ DA issued in Dubai trade, Prepare all authorization letter formate for all shipping line.
- Preparing CDR on daily basis, Knowledge about Import and Export manifest filling With Dubai trade.
- Preparing import code renewal, MOFAIC invoice attestation for all import shipment with E- DAS portal.
- Preparing VAT certificate link in dubai trade, process VAT payment with federal Tax Authority.
- Preparing DCAA \ Dubai chamber of commerce and Makasa stamps for export to GCC countries.
- Customs Duty, Applying duty exemption documents, Knowledge of shipping documentation and government procedure related to customs inspection and municipality.
- Skilful knowledge on DOCX booking and preparing DO with calogi \ ATA transfer (EK & DNATA) online web based customs system and its operation.
- Direct contact with shipping line, Container booking, Managing transporters, Submitting shipping instruction, prepare needed documents for customs clearance.
- Issuing duty invoices to the respective clients, Arranging deliveries to the customers and Co-ordinate with the transporters.

RIGHT LINK FREIGHT LLC, Dubai. UAE

Designation: **OPERATIONS ASSISTANT**

Tenure: October 2021 to April 2023



Duties & Responsibilities

- Passing Bill of Entry — SEA/AIR/LAND
- Applying Delivery orders online
- Knowledge in Dubai Trade
- Arranging deliveries to the Customer
- Coordinate with the transport department

EVEREST TRANSPORT, Chennai, India.

Designation: **DOCUMENT CONTROLLER & COORDINATOR**

Tenure: February 2018 to August 2021

- Collecting information from customers and clients.
- Entering data into the central database.
- Prepare pay slips for drivers.
- Dispatch drivers to complete deliveries.
- Plan delivery routes.
- Evaluating and approving Purchase Orders (PO)s.
- Maintaining and updating the database system as necessary.
- Indexing and filing invoices

SKILLS

- Proficient in Dubai Trade, Mirsal 2, FTA portals
- Proficient in MS office & Outlook
- High coordination ability with co-workers and other departments.
- Excellent interpersonal skills.
- Positive attitude and flexible, open to working in shifts.
- Interested in learning new skills

EDUCATIONAL QUALIFICATION

Diploma In Civil Engineering,

M.I.E.T Polytechnic College. Tiruchirappalli - India

PERSONAL DETAILS

- Date of Birth: 06-11-1998
- Marital Status: Married
- Language Known: Urdu, Hindi, Tamil, English
- Passport No/Validity: P2430622 /29.01.2027
- Visa status: Visit Visa

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Date:

Place: Dubai

(Jaffer Hussain .K).