

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:**

#### **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 though 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 though 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:**

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