



## PERSONAL RESUME

Name: Ritwik Varma  
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### Personal Profile

I am self-driven, result oriented with a positive outlook and have a clear focus on high quality and business profit. A mature and natural forward planner who can handle multiple projects simultaneously with a high degree of accuracy. I am reliable, tolerant and very determined to deliver and succeed.

### Positions Held

**D-Freight Shipping LLC**  
Dubai  
United Arab Emirates  
Customs Coordinator  
Aug 2022 - Present

- Calculated daily exchange rates and taxes due for goods and commodities.
- Lawfully cleared merchandise through customs per client and government requirements.
- Determined harmonized tariff classifications by referencing tariff schedules outlined by national and international government officials.
- Provided colleagues and direct reports with management and performance reviews.
- Stayed abreast of regulatory changes impacting customs enforcement and other import-impacted agencies.
- Tracked and monitored incoming transportation weight and volume forecast data for accuracy.
- Maintained open communication with customers and overseas partners to update all parties on order and shipping changes.
- Advised customers on transportation options, types of carriers or shipping routes.
- Applied standard tables and knowledge of law to calculate duty and tariff payments of each shipment.
- Coordinated with shipping and transport companies on behalf of clients.
- Followed SOPs with all customer account actions and data management to keep consistent service levels.
- Tracked shipments processing through customs and other agencies and obtained clearances.
- Prepared and processed import and export documentation according to customs regulations, laws or procedures.
- Developed and maintained relationships with customs brokers, freight forwarders and customers.
- Obtained necessary import and export licenses and permits for shipments.

### **Education**

Secondary: Athurashramam, Kerala, India

Tertiary: National High School, USA

### **Certificates**

IATA Introductory Course

### **Key Skills**

Clearance Monitoring  
Documentation Skills  
Reporting Abilities  
Document Preparation  
Import Management  
Customer Support  
Excellent Communication  
Flexible & Adaptable  
Planning & Coordination  
Problem Solving  
Dependable & Responsible  
MS Office

### **Communication in English**

Listening: Good  
Reading: Good  
Spoken Interaction: Good  
Writing: Good

### **Personal Details**

Nationality	: Indian
Birth Date	: June 17, 1994
Visa Status	: Employment / Residence
Driver's License	: None

### **References**

Available upon request